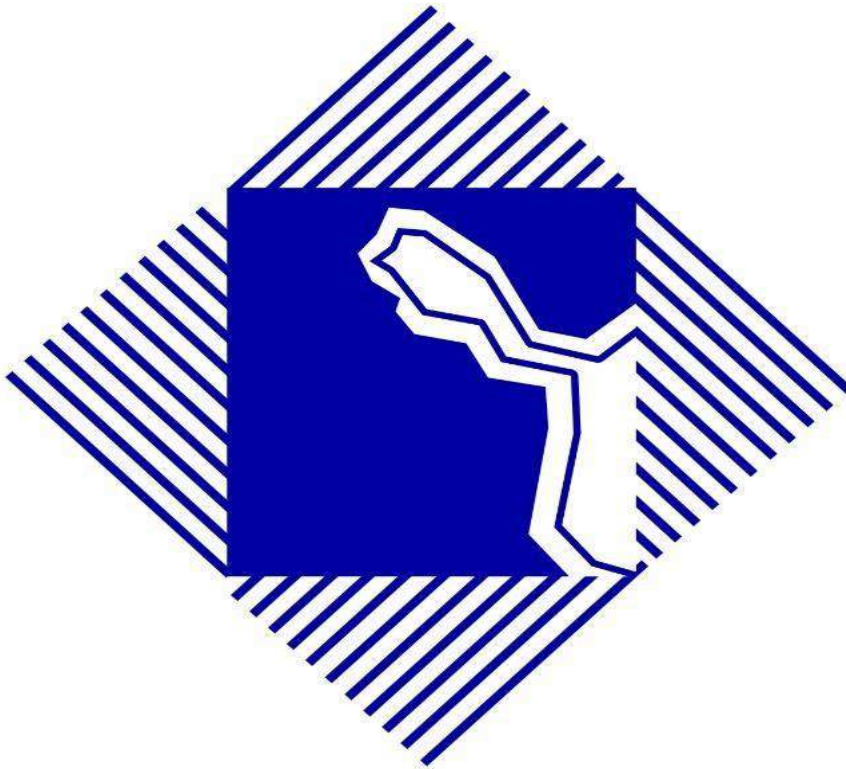


PORO POINT MANAGEMENT CORPORATION



# **PORO POINT MANAGEMENT CORPORATION**

## **CITIZEN'S CHARTER**

2022 (4<sup>th</sup> Edition)

## **I. Mandate:**

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

## **II. Vision:**

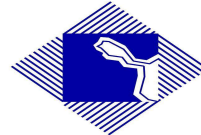
By 2030, Poro Point Freeport Zone, also known as the Poro Point Marine Headlands shall be an Economic Engine of the North.”

## **III. Mission:**

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

## **IV. Service Pledge:**

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



PORORO POINT MANAGEMENT CORPORATION

## V. LIST OF SERVICES

|   | Page Number |
|---|-------------|
| <b>Office of the President and CEO</b>  | <b>11</b>   |
| <b>External Services</b>  | <b>11</b>   |
| 1. Receipt and endorsement of incoming communications through the Document Tracking System (DTS)                      | 12          |
| 2. Request for Information  | 13          |
| 3. Scheduling of Meetings for the PPMC President and CEO  | 13          |
| <b>Internal Services</b>  | <b>15</b>   |
| 1. Signing of Documents by PPMC President and CEO   | 16          |
| <b>A. Corporate Planning</b>  | <b>17</b>   |
| <b>External Services</b>  | <b>17</b>   |
| 1. Preparation and Submission of GCG Requirements pursuant to GCG Memorandum Circular No. 2017-02 dated June 30, 2017 | 18          |
| 2. Preparation and Submission of Business Plan  | 19          |
| 3. Preparation and Submission of Quarterly Monitoring Reports to GCG  | 20          |
| 4. Preparation and Submission of Performance-Based Bonus (PBB) Requirements   | 21          |
| 5. Preparation of Annual/Accomplishment Report  | 22          |
| <b>Internal Services</b>  | <b>24</b>   |
| 1. Preparation and Submission of Monthly Status Report  | 25          |
| 2. Preparation of Requirements for the conduct of Corporate Planning Workshop   | 26          |
| <b>B. Community Development</b>   | <b>28</b>   |
| <b>External Services</b>  | <b>28</b>   |
| 1. Approval of Community Projects   | 29          |
| <b>C. Public Relations (PR)</b>   | <b>31</b>   |
| <b>Internal Services</b>  | <b>31</b>   |
| 1. Preparation and Approval of Press Release/News Article   | 32          |
| <b>Board of Directors</b>   | <b>34</b>   |
| <b>A. Board Secretariat</b>   | <b>34</b>   |
| <b>External Services</b>  |             |
| 1. Granting of Request for Information and Documents of PPMC Board Meetings   | 35          |
| 2. Submission of Directors Attendance System (DAS) to Governance Commission for GOCCs                                 | 36          |



PORO POINT MANAGEMENT CORPORATION

|   |           |
|---|-----------|
| 3. Submission of Appointive Directors Data Form (ADDF) to Governance Commission for GOCCs   | 37        |
| 4. Submission of Directors Performance Review (DPR) Forms for the Internet-Based Performance Evaluation for the Directors (IPED) of Governance Commission for GOCCs | 38        |
| <b>Internal Services</b>  | <b>40</b> |
| 1. Preparation of Agenda for Board Meetings   | 41        |
| 2. Preparation and Sending of Board Materials   | 42        |
| 3. Approval and Issuance of Notice of Board Meetings to the Board Meeting Attendees   | 43        |
| 4. Cascading of Matters Arising from the Board Meetings   | 43        |
| 5. Processing of Logistic Requirements for the Board Meetings   | 44        |

|   |           |
|---|-----------|
| <b>Office for Business Development</b>  | <b>47</b> |
| <b>External Services</b>  | <b>47</b> |
| 1. Application for Lease or Sublease of Areas and Approval of the Business Proposals and Projects   | 48        |
| 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) | 53        |
| 3. Generation and Issuance of PPFZ Certificate of Registration (COR) using the Fiscal Incentives Registration and Monitoring System (FIRMS)   | 60        |
| 4. Granting of Request for Events at the Poro Point Baywalk Events Center and other areas inside the Poro Point Freeport Zone   | 62        |
| 5. Provision of Marketing and Promotion Services to Prospective Locators, PPFZ Guests and Visitors  | 67        |
| 6. Granting of Requests for Partnerships, Sponsorships and Advertisement  | 69        |
| 7. Granting of Requests for Data/Information and Reports  | 72        |
| 8. Provision of Aftercare Services to Locators  | 73        |
| <b>Internal Services</b>  | <b>76</b> |
| 1. Preparation of Cost-Benefit Analysis/Pre-Feasibility Study and Assessment Report for Programs and Projects   | 77        |
| 2. Preparation of 5-Year Revenue Projection, Marketing Plan and Targets   | 79        |
| <b>Office for Regulatory Services</b>   | <b>83</b> |



PORO POINT MANAGEMENT CORPORATION

|   |            |
|---|------------|
| <b>A. Enterprise Regulations</b>  | <b>83</b>  |
| <b>External Services</b>  |            |
| 1. Application for Certificate of Entitlement to Tax Incentives(CETI) using FIRMS   | 84         |
| 2. Renewal of Existing Certificate of Registration  | 86         |
| 3. Granting of New and Renewal of Existing Certificate of Accreditation or Permit to Operate  | 89         |
| 4. Issuance of Permit to Bring-In Local Articles  | 91         |
| 5. Issuance of Permit to Bring-In Imported Articles   | 94         |
| 6. Issuance of Permit to Bring-Out Local Articles   | 97         |
| 7. Issuance of Permit to Bring-Out Imported Articles  | 100        |
| 8. Issuance of Import Permit  | 103        |
| 9. Issuance of Export Clearance   | 110        |
| 10. Issuance of Gate Pass   | 113        |
| 11. Issuance of Certified True Copy of permit(s) issued at the Customs Clearance Area   | 116        |
| <b>B. Environmental Management &amp; Health Services</b>  | <b>119</b> |
| <b>External Services</b>  | <b>119</b> |
| 1. Endorsement letter for application of Environmental Compliance Certificate (ECC) or Certificate of Non-coverage (CNC) to DENR-EMB Region I | 120        |
| 2. Endorsement letter for application of Tree Cutting Permit to DENR – Region I   | 121        |
| 3. Submission of Annual Medical Report to Department of Labor and Employment Region I   | 123        |
| 4. Assist DOLE Region I in ensuring the compliance of Locators with Occupational Safety and Health Standards                                  | 125        |
| 5. Coordination with hospitals and medical specialist to address stakeholders' / employees needs  | 127        |
| 6. Emergency Response to incidents within the Poro Point Freeport Zone  | 129        |
| <b>C. Zone Security and Public Safety</b>   | <b>131</b> |
| <b>External Services</b>  | <b>131</b> |
| 1. Provision of Emergency Response  | 132        |
| 2. Conduct of Incident Investigation  | 132        |
| 3. Submission of Vessel Status Report to the PNP and Other Government Agencies  | 134        |
| <b>Internal Services</b>  | <b>135</b> |
| 1. Conduct of Background Investigation  | 136        |
| 2. Conduct of Performance Evaluation of Security Provider   | 137        |



PORORO POINT MANAGEMENT CORPORATION

|   |            |
|---|------------|
| <b>Office for Airport Management</b>                    | <b>140</b> |
| <b>External Services</b>                                | <b>140</b> |
| 1. Approval of Request for Extension of Operating Hours | 141        |
| 2. Approval of Request to Enter Vehicle at Airside      | 142        |
| 3. Issuance of Notice to Airmen (NOTAM)                 | 144        |
| 4. Provision of Crash Fire and Rescue at the Aerodrome  | 147        |

|   |            |
|---|------------|
| <b>Office for Human Resources and Administration</b>  | <b>150</b> |
| <b>External Services</b>  | <b>150</b> |
| 1. Registration in the Labor Center   | 151        |
| <b>Internal Services</b>  |            |
| <b>A. Human Resources Management and Development</b>  | <b>153</b> |
| 1. Recruitment, Selection and Placement of Personnel  | 154        |
| 2. Approval of Personnel Movement   | 161        |
| 3. Preparation of Monthly Report on Attendance  | 163        |
| 4. Approval of Request for Change of Work Schedule  | 164        |
| 5. Approval of Overtime/Compensatory Time Request   | 165        |
| 6. Approval of Application for Leave of Absence   | 166        |
| 7. Approval of Application for Travel Authorization for employees on Official Business outside La Union | 168        |
| 8. Participation in Public-Run Trainings for PPMC Employees   | 168        |
| 9. Conduct of In-House Trainings for PPMC Employees   | 170        |
| 10. Conduct of Disciplinary Action  | 172        |
| 11. Conduct of Performance Appraisal  | 175        |
| 12. Approval of Promotion   | 176        |
| 13. Approval of Application for Resignation   | 178        |
| 14. Approval of Application for Retirement  | 180        |
| <b>B. Property and General Services</b>   | <b>182</b> |
| 1. Issuance of Supplies, Materials, Properties and Equipment  | 183        |
| 2. Repair and Maintenance of Vehicles   | 184        |
| 3. Approval of Request for Use of Vehicles  | 185        |
| 4. Receipt of Supplies, Materials, Properties and Equipment   | 187        |
| 5. Approval of Request for Gas and Oil  | 188        |
| 6. Preparation and Submission of Annual Inventory Report  | 189        |
| 7. Disposal of Waste Materials and Unserviceable Properties (with value)                                | 191        |
| 8. Renewal of Insurance for Buildings/Facilities and Contents   | 193        |
| 9. Request for Insurance of Vehicles  | 195        |



PORORO POINT MANAGEMENT CORPORATION

|  |            |
|--|------------|
| 10. Request for Registration of Vehicles   | 197        |
| <b>C. Procurement</b>  | <b>199</b> |
| 1. Procurement of Goods and Services with an Approved Budget for the Contract Above 1 Million through Public Bidding           | 200        |
| 2. Procurement of Infrastructure Projects with an Approved Budget for the Contract Above 1 Million through Public Bidding      | 207        |
| 3. Procurement of Consulting Services with an Approved Budget for the Contract Above 1 Million through Public Bidding          | 215        |
| 4. Procurement of Goods and Consulting Services Through Limited Source Bidding   | 225        |
| 5. Procurement of Goods through Direct Contracting   | 238        |
| 6. Procurement of Goods through Repeat Order   | 241        |
| 7. Procurement of Goods through Shopping Above PhP50,000.00  | 243        |
| 8. Procurement of Goods through Shopping Below PhP50,000.00  | 244        |
| 9. Procurement of Goods through Unforeseen Contingency   | 248        |
| 10. Procurement through Negotiated Procurement Highly Technical Consultants  | 250        |
| 11. Procurement through Negotiated Procurement Adjacent or Contiguous  | 252        |
| 12. Procurement through Negotiated Procurement after Two Failed Biddings   | 253        |
| 13. Procurement through Negotiated Procurement Agency to Agency  | 269        |
| 14. Procurement through Negotiated Procurement Emergency Cases   | 271        |
| 15. Procurement through Negotiated Procurement Lease of Real Property or Venue   | 273        |
| 16. Procurement through Negotiated Procurement Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services | 276        |
| 17. Procurement through Negotiated Procurement Small Value Procurement Above PhP50,000.00                                      | 278        |
| 18. Procurement through Negotiated Procurement Small Value Procurement Below PhP50,000.00                                      | 281        |
| 19. Procurement through Negotiated Procurement Take Over Contracts   | 284        |





PORORO POINT MANAGEMENT CORPORATION

|   |            |
|---|------------|
| <b>D. IT Services</b>                               | <b>287</b> |
| 1. Repair and Maintenance of Defective IT Equipment | 288        |
| 2. Request for Website Posting                      | 289        |

|   |            |
|---|------------|
| <b>Office of the Legal Counsel</b>  | <b>290</b> |
| <b>External Services</b>  | <b>290</b> |
| 1. Handling of Whistleblowing Reports   | 291        |
| 2. Handling Data Privacy Breach and Complaints  | 292        |
| 3. Granting Request for Access or Correction of Personal Information  | 293        |
| 4. Submission of General Information Sheet (GIS) to Securities and Exchange Commission                      | 294        |
| 5. Submission of Government Corporate Information Sheet (GCIS) to GCG                                       | 295        |
| 6. Submission of Freedom of Information Reports to the Presidential Communications Operations Office (PCOO) | 296        |
| 7. Submission of Appointive Director's Data Form to GCG   | 297        |
| <b>Internal Services</b>  | <b>298</b> |
| 1. Provision of Legal Documents   | 299        |
| 2. Rendering of Legal Opinion   | 300        |
| 3. Provision of Secretary's Certificate   | 301        |
| 4. Implementation of Contracts/Agreements   | 302        |
| 5. Filing/Preparation of Pleadings in Court   | 303        |
| 6. Preparation of Materials for Board Meeting   | 304        |

|   |            |
|---|------------|
| <b>Office for Finance</b>   | <b>306</b> |
| <b>External Services</b>  | <b>306</b> |
| 1. Payment of Goods/Services rendered to Government Suppliers       | 307        |
| 2. Remittance of Dividends to the Department of Finance (DOF)       | 308        |
| 3. Submission of Proposed Corporate Operating Budget to BCDA        | 310        |
| 4. Submission of Financial Reports to COA                           | 314        |
| 5. Submission of Financial Reports to BCDA                          | 315        |
| 6. Submission of Financial Reports and Other Related Reports to GCG | 316        |
| 7. Submission of Supplemental Budget to BCDA                        | 317        |
| 8. Payment of Goods/Services rendered to suppliers                  | 318        |





PORORO POINT MANAGEMENT CORPORATION

|  |            |
|--|------------|
| 9. Payment of Salaries to Laborers             | 319        |
| 10. Payment of Services Rendered by Individual | 321        |
| <b>Internal Services</b>                       | <b>323</b> |
| 1. Granting of Cash Advance for Travel         | 324        |
| 2. Granting of Petty Cash Advance              | 325        |
| 3. Payment of Salaries to Employees            | 326        |

|   |            |
|---|------------|
| <b>Office for Infrastructure Management</b>   | <b>329</b> |
| <b>External Services</b>  | <b>329</b> |
| 1. Issuance of Building Permit  | 330        |
| 2. Issuance of Occupancy Permit   | 389        |
| 3. Processing of Land Claims  | 400        |
| 4. Processing of Work Permit for Telecommunication Companies/Individuals  | 405        |
| <b>Internal Services</b>  | <b>420</b> |
| 1. Preparation of Detailed Engineering Design, Program of Work and Specifications for Capital Expenditure Projects      | 421        |
| 2. Preparation of Detailed Engineering Design, Program of Work and Specifications for Programmed Repair and Maintenance | 422        |
| 3. Preparation of Detailed Engineering Design, Program of Work and Specifications for Emergency Repair and Maintenance  | 424        |
| 4. Implementation of Projects for Capital Expenditure Projects  | 426        |
| 5. Implementation of Projects for Programmed Repair and Maintenance   | 427        |
| 6. Implementation of Projects for Emergency Repair and Maintenance  | 429        |

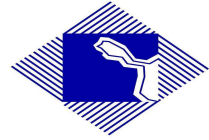
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| <b>Seaport Office</b> ( <i>concurrent under Office for Airport Management and Office for Business Development</i> ) | <b>431</b> |
| <b>External Services</b>  | <b>431</b> |
| 1. Application for Berthing/Anchorage Permit (Vessel Entrance)  | 432        |
| 2. Entry of Cargoes (Payment of Wharfage Dues)  | 436        |
| 3. Application for Undocking Permit (Vessel Departure)  | 440        |
| 4. Entrance of Tug and Towing Boat  | 445        |
| 5. Departure of Tug and Towing Boat   | 447        |

|                                  |            |
|----------------------------------|------------|
| <b>Office for Internal Audit</b> | <b>452</b> |
| <b>Internal Services</b>         | <b>452</b> |



PORO POINT MANAGEMENT CORPORATION

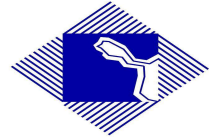
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|--|-----|
| 1. Audit Engagement Plan Preparation                       | 453 |
| 2. Audit Execution   | 454 |
| 3. Audit Reporting   | 454 |
| 4. Follow-up Audit   | 455 |
| 5. Post Audit of Financial Records                         | 456 |
| 6. Audit of Execution & Implementation of Board Resolution | 457 |



PORO POINT MANAGEMENT CORPORATION

# **Office of the President and CEO**

## **External Services**



PORO 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

| <b>Office or Division:</b>  | Office of the President and CEO   |                             |                   |   |
|---|---|-----------------------------|-------------------|---|
| <b>Classification:</b>  | Simple  |                             |                   |   |
| <b>Type of Transaction:</b>   | G2G – Government to Government<br>G2B – Government to Businesses  |                             |                   |   |
| <b>Who may avail:</b>   | 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><br>Office of the President and CEO |
|   | 1.1 Review the authenticity and accuracy of the letter  | None                        | 3 Minutes         | <i>Executive Secretary</i><br>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><br>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><br>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><br>Office of the President and CEO |
| <b>TOTAL:</b>   |   | <b>None</b>                 | <b>15 Minutes</b> |   |



PORO POINT MANAGEMENT CORPORATION

## 2. Request for Information

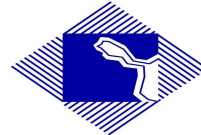
Submission of Letter of Request for Information from various agencies to the PPMC President and CEO

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

## 3. Scheduling of Meetings for the PPMC President and CEO

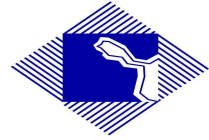
Receiving clients request for a meeting for the PPMC President and CEO

|                            |                                 |
|----------------------------|---------------------------------|
| <b>Office or Division:</b> | Office of the President and CEO |
| <b>Classification:</b>     | Simple                          |



PORO POINT MANAGEMENT CORPORATION

|   |  |                             |                        |   |
|---|--|-----------------------------|------------------------|---|
| <b>Type of Transaction:</b>   | G2G – Government to Government   |                             |                        |   |
| <b>Who may avail:</b>   | All Government Agencies, LGUs, GOCCs and other Government Instrumentalities  |                             |                        |   |
| <b>CHECKLIST OF REQUIREMENTS</b>  |  | <b>WHERE TO SECURE</b>      |                        |   |
| 1. Written Request – one (1) original copy or printed copy (sent from email)                            |  | Client availing the service |                        |   |
| 2. Verbal Request   |  | Client availing the service |                        |   |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>      | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                                     |
| 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><br>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><br>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><br>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><br>Office of the President and CEO |
|   | <b>TOTAL:</b>  | <b>None</b>                 | <b>15 Minutes</b>      |   |



PORO POINT MANAGEMENT CORPORATION

## **Office of the President and CEO Internal Services**



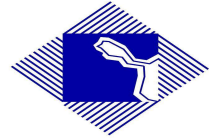


PORO POINT MANAGEMENT CORPORATION

## 1. Signing of Documents by PPMC President and CEO

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

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



PORO POINT MANAGEMENT CORPORATION

**Office of the President and CEO**  
**Corporate Planning**  
**External Services**

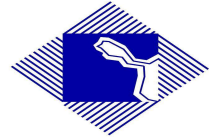


PORORO POINT MANAGEMENT CORPORATION

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

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

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



PORO POINT MANAGEMENT CORPORATION

## 2. Preparation and Submission of Business Plan

### Preparation and Submission of Business Plan

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

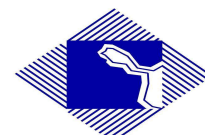


PORO POINT MANAGEMENT CORPORATION

### 3. Preparation and Submission of Quarterly Monitoring Reports to GCG

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

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

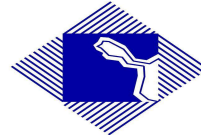


PORO POINT MANAGEMENT CORPORATION

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

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

| <b>Office or Division:</b>  | Corporate Planning Office   |                                       |                 |  |
|---|---|---------------------------------------|-----------------|--|
| <b>Classification:</b>  | Highly Technical  |                                       |                 |  |
| <b>Type of Transaction:</b>   | G2G – Government to Government  |                                       |                 |  |
| <b>Who may avail:</b>   | Governance Commission for GOCCs (GCG)   |                                       |                 |  |
| CHECKLIST OF REQUIREMENTS   |   | WHERE TO SECURE                       |                 |  |
| 1. Letter of Request/Memo/ Notice/ Circular from GCG – one (1) original copy or printed copy (from email/website) |   | Governance Commission for GOCCs (GCG) |                 |  |
| 2. Proofs of Compliance with all conditions – three (3) original copies   |   | Concerned PPMC Heads of Offices       |                 |  |
| 3. Performance Evaluation Results – three (3) original copies   |   | PPMC Corporate Planning Office        |                 |  |
| 4. PBB Forms – three (3) original copies  |   | PPMC Corporate Planning Office        |                 |  |
| 5. Validation Results from GCG – one (1) original copy  |   | Governance Commission for GOCCs (GCG) |                 |  |
| CLIENT STEPS  | AGENCY ACTIONS  | FEES TO BE PAID                       | PROCESSING TIME | PERSON RESPONSIBLE   |
| 1. GCG sends letter of request/ memo/ notice/ circular  | 1. Receive requests from GCG  | None                                  | 1 working days  | <i>Corporate Planning Officer</i><br>Office of the President -Corporate Planning |
|   | 1.1 Coordinate with concerned offices   | None                                  | 7 working days  | <i>Corporate Planning Officer</i> Office of the President -Corporate Planning    |
|   | 1.2 Submit required data to Corporate Planning Office                         | None                                  | 3 working days  | <i>PPMC Concerned Offices</i>  |
|   | 1.3 Consolidate data, prepare requirement and submit to the President and CEO | None                                  | 7 working days  | <i>Corporate Planning Officer</i><br>Office of the President -Corporate Planning |



PORORO POINT MANAGEMENT CORPORATION

|              |                               |             |                        |  |
|--------------|-------------------------------|-------------|------------------------|--|
|              | 1.4 Approve the request       | None        | 1 working day          | <i>President and CEO</i><br>Office of the President and CEO                      |
|              | 1.5 Release the report to GCG | None        | 1 working day          | <i>Corporate Planning Officer</i><br>Office of the President -Corporate Planning |
| <b>TOTAL</b> |                               | <b>None</b> | <b>20 Working Days</b> |  |

## 5. Preparation of Annual/Accomplishment Report

Preparation of Annual/ Accomplishment Report

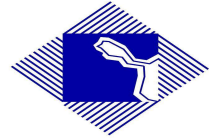
|  |   |   |                        |   |
|--|---|---|------------------------|---|
| <b>Office or Division:</b>   | Corporate Planning Office   |   |                        |   |
| <b>Classification:</b>   | Highly Technical  |   |                        |   |
| <b>Type of Transaction:</b>  | G2G – Government to Government  |   |                        |   |
| <b>Who may avail:</b>  | Bases Conversion and Development Authority (BCDA), Governance Commission for GOCCs (GCG) and other Requesting Government Agencies |   |                        |   |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   | <b>WHERE TO SECURE</b>  |                        |   |
| 1. Letter of Request/Memo/Correspondence – one (1) original copy or printed copy (from e mail/website) |   | Bases Conversion and Development Authority (BCDA), Governance Commission for GOCCs (GCG) and other Requesting Government Agencies |                        |   |
| 2. Reports from various offices – one (1) original copy  |   | Concerned PPMC Offices  |                        |   |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b>  | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>   |
| 1. BCDA, GCG and other Requesting Government Agencies sends letter of request/memo/ correspondence     | 1. Receive requests from BCDA, GCG and other Requesting Government Agencies   | None  | 1 working day          | <i>Corporate Planning Officer</i><br>Office of the President - Corporate Planning |
|  | 1.1 Coordinate with concerned offices   | None  | 7 working days         | <i>Corporate Planning Officer</i><br>Office of the President - Corporate Planning |
|  | 1.2 Submit required data to Corporate Planning Office   | None  | 3 working days         | <i>PPMC Concerned Offices</i>   |





PORO POINT MANAGEMENT CORPORATION

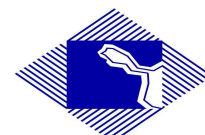
|              |   |             |                        |   |
|--------------|---|-------------|------------------------|---|
|              | 1.3 Consolidate data, prepare requirement and submit to the President and CEO | None        | 7 working days         | <i>Corporate Planning Officer</i><br>Office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



PORO POINT MANAGEMENT CORPORATION

**Office of the President and CEO**  
**Corporate Planning**  
**Internal Services**

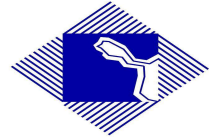
# 1. Preparation and Submission of Monthly Status Report



PORO POINT MANAGEMENT CORPORATION

## Preparation and Submission of Monthly Status Report

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



PORORO POINT MANAGEMENT CORPORATION

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

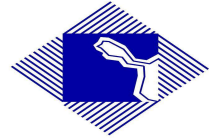
Preparation of Requirements for the conduct of Corporate Planning Workshop

| <b>Office or Division:</b>   | Corporate Planning Office                             |  |                 |  |
|--|---|--|-----------------|--|
| <b>Classification:</b>   | Complex   |  |                 |  |
| <b>Type of Transaction:</b>  | G2G – Government to Government                        |  |                 |  |
| <b>Who may avail:</b>  | Office of the President & CEO and PPMC Board          |  |                 |  |
| CHECKLIST OF REQUIREMENTS  |   | WHERE TO SECURE  |                 |  |
| 1. BCDA Direction for its subsidiaries – one (1) photocopy   |   | Office of the President and CEO                        |                 |  |
| 2. BCDA Budget Policy for its subsidiaries – one (1) photocopy   |   | Office for Finance                                     |                 |  |
| 3. Comprehensive Integrated Master Development Plan – one (1) photocopy  |   | Office for Infrastructure Management – Land and Assets |                 |  |
| 4. Status of Development – one (1) original copy   |   | PPMC Concerned Offices and Corporate Planning Officer  |                 |  |
| 5. Status of Operations – one (1) original copy  |   | PPMC Concerned Offices and Corporate Planning Officer  |                 |  |
| 6. GCG MC No. 20 17-02 – one (1) photocopy   |   | Corporate Planning Officer                             |                 |  |
| 7. Existing Business Plan – one (1) original copy  |   | Corporate Planning Officer                             |                 |  |
| 8. Mid-year Assessment Results – one (1) original copy   |   | PPMC Concerned Offices and Corporate Planning Officer  |                 |  |
| CLIENT STEPS   | AGENCY ACTIONS  | FEES TO BE PAID  | PROCESSING TIME | PERSON RESPONSIBLE   |
| 1. Sends request/notice/memo/instruction for the preparation of resource requirements for the conduct of Corporate Planning Workshop | 1. Receive requests/notice/memo/instruction           | None   | 1 working day   | Corporate Planning Officer<br>Office of the President - Corporate Planning |
|  | 1.1 Coordinate with concerned offices                 | None   | 1 working day   | Corporate Planning Officer<br>Office of the President - Corporate Planning |
|  | 1.2 Submit required data to Corporate Planning Office | None   | 1 working day   | PPMC Concerned Offices   |



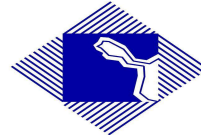
PORO POINT MANAGEMENT CORPORATION

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



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.

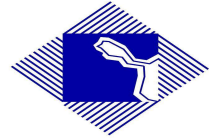
|  |  |                             |                        |   |
|--|--|-----------------------------|------------------------|---|
| <b>Office or Division:</b>   | Office for Community Development under Office of the President & CEO   |                             |                        |   |
|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





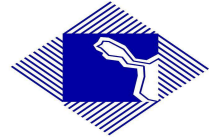
PORORO POINT MANAGEMENT CORPORATION

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



PORO POINT MANAGEMENT CORPORATION

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



PORO POINT MANAGEMENT CORPORATION

## 1. Preparation and Approval of Press Release/ News Article

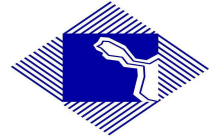
Pertains to the preparation and approval of Press Release/News Article

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



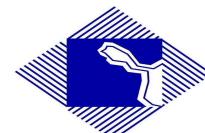
PORO POINT MANAGEMENT CORPORATION

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



PORO POINT MANAGEMENT CORPORATION

## **Board of Directors – Board Secretariat External Services**



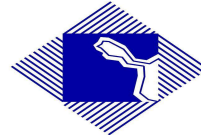
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## 1. Granting of Request for Information and Documents of PPMC Board Meetings

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

| <b>Office or Division:</b>  | Board Secretariat   |                                |                 |  |
|---|---|--------------------------------|-----------------|--|
| <b>Classification:</b>  | Simple  |                                |                 |  |
| <b>Type of Transaction:</b>   | G2B – Government to Businesses G2G - Government to Government   |                                |                 |  |
| <b>Who may avail:</b>   | 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><br>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><br>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><br>Board Secretariat        |
|   | 1.3 Review and approval of the President and CEO  | None                           | 3 Hours         | President & CEO<br>Office of the President and CEO |

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|                                   |   |             |                      |   |
|-----------------------------------|---|-------------|----------------------|---|
| 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><br>Board Secretariat |
| <b>TOTAL</b>                      |   | <b>None</b> | <b>1 Working Day</b> |   |

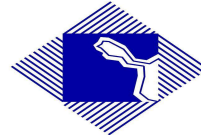
## 2. Submission of Directors Attendance System (DAS) to Governance Commission for GOCCs (GCG)

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

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

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PORORO POINT MANAGEMENT CORPORATION

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

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

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

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



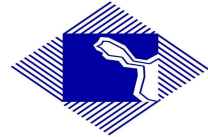
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|  |  |             |  |  |
|--|--|-------------|--|--|
| 1. GCG sends a Notice/Letter/Email indicating Opening of the Submission of Appointive Directors Data Form (ADDF) | 1. Receive the Notice/Letter/Email and inform the concerned Board Members 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

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

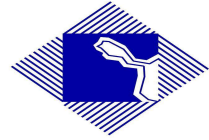
Online submission of the DPR Forms wherein Board Members are to rate themselves and their peers and then submit through the IPED of GCG.

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



PORO POINT MANAGEMENT CORPORATION

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



PORO POINT MANAGEMENT CORPORATION

## **Board of Directors – Board Secretariat Internal Services**



PORO POINT MANAGEMENT CORPORATION

## 1. Preparation of Agenda for Board Meetings

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

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

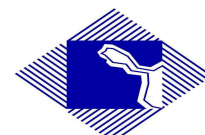


PORO POINT MANAGEMENT CORPORATION

## 2. Preparation and Sending of Board Materials

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

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



PORORO POINT MANAGEMENT CORPORATION

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

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

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

### 4. Cascading of Matters Arising from the Board Meetings

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

|                             |  |
|-----------------------------|--|
| <b>Office or Division:</b>  | Board of Directors - Board Secretariat |
| <b>Classification:</b>      | Simple                                 |
| <b>Type of Transaction:</b> | G2G – Government to Government         |



PORO POINT MANAGEMENT CORPORATION

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

## 5. Processing of Logistic Requirements for the Board Meetings

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

|                             |  |
|-----------------------------|--|
| <b>Office or Division:</b>  | Board of Directors - Board Secretariat |
| <b>Classification:</b>      | Simple                                 |
| <b>Type of Transaction:</b> | G2G – Government to Government         |





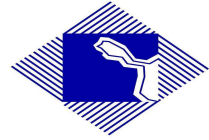
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| <b>Who may avail:</b>  |   | PPMC Board of Directors |                           |  |
|--|---|-------------------------|---------------------------|--|
| CHECKLIST OF REQUIREMENTS  |   | WHERE TO SECURE         |                           |  |
|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



PORO POINT MANAGEMENT CORPORATION

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



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).

| <b>Office or Division:</b>   | Office for Business Development  |   |  |
|--|--|---|--|
| <b>Classification:</b>   | Highly Technical   |   |  |
| <b>Type of Transaction:</b>  | G2C – Government to Citizens; G2B – Government to Businesses; G2G – Government to Government   |   |  |
| <b>Who may avail:</b>  | 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   |  |



PORO POINT MANAGEMENT CORPORATION

| 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  |
| 1. Secure Application for Locatorship Form and List of Documentary Requirements from the PPMC Business Development Office<br><br><b>OR</b><br>The PPFZ Application for Locatorship Form and List of Documentary Requirements can be downloaded at <b>PPMC website:</b> <a href="http://www.poropointfreport.gov.ph">www.poropointfreport.gov.ph</a> | 1. Provide the applicant/client with a presentation and briefing on the service and its requirements and/or site inspection.<br><br>Issue Application for Locatorship Form and List of Documentary Requirements | None   | -               | <i>Business Development Manager</i><br>Office for Business Development<br><br><i>Business Development Officer</i><br>Office for Business Development<br><br><i>VP for Airport Management</i><br>Office for Airport Management |
| 2. Submission of Letter of Intent and Documentary Requirements to the PPMC Office of the President and CEO<br><br><b>OR</b>   | 2. Receive Letter of Intent and other Documentary Requirements and endorse to the PPMC Office of Business Development   | None   | 1 hour          | <i>Executive Secretary</i><br>Office of the President & CEO   |



PORO POINT MANAGEMENT CORPORATION

|  |  |      |                   |  |
|--|--|------|-------------------|--|
| <b>For Online Submission:</b><br>Email the Letter of Intent and Complete Documentary Requirements to <u><a href="mailto:poropointfreeportzone@gmail.com">poropointfreeportzone@gmail.com</a></u> |  |      |                   |  |
|  | 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<br><br>Notifies applicant/client of issues and/or lacking or incomplete documentary requirements | None | 3 hours           | <i>Business Development Manager</i><br>Office for Business Development<br><br><i>Business Development Officer</i><br>Office for Business Development   |
| 3. Submits and/or comply with the documentary requirements   | 3. Receive Complete Documentary Requirements<br><br>Detailed Review and Evaluation of the Business Proposal/Application for Lease/Sublease and Complete Documentary Requirements   | None | 1 day and 4 hours | <i>Business Development Manager</i><br>Office for Business Development<br><br><i>Business Development Officer</i><br>Office for Business Development<br><br><i>VP for Airport Management</i><br>Office for Airport Management<br><br><i>VP for Infrastructure Management</i> |



PORO POINT MANAGEMENT CORPORATION

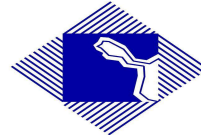
|  |  |      |         |   |
|--|--|------|---------|---|
|  |  |      |         | Office for Infrastructure Management  |
| 4. Review the Terms and Conditions of the Contract of Lease/Lease Agreement                              | 4. Coordinate with applicant/client on the application and finalize Terms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



PORO POINT MANAGEMENT CORPORATION

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|   | <i>Note: Contract Review of OGCC already received by PPMC</i>  |  |         | <i>Business Development Officer</i><br>Office for Business Development<br><br><i>VP for Airport Management</i><br>Office for Airport Management   |
|   | 5.2 Review recommendation and endorse approval of application to the PPMC Board  | None   | 1 day   | <i>President and CEO</i><br>Office of the President & CEO   |
|   | 5.3 PPMC Board Deliberation and Approval<br><br><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/Back ground Check/Probity Check | 4 hours | <i>Business Development Manager</i><br>Office for Business Development<br><br><i>Business Development Officer</i><br>Office for Business Development<br><br><i>VP for Airport Management</i><br>Office for Airport Management |
| 6. Proceed to the PPMC Business Development Office to sign the Contract of Lease/Lease Agreement<br><br><b>OR</b> | 6. Signing of the Contract of Lease/Lease Agreement by the applicant/client  | None   | 4 hours | <i>Business Development Manager</i><br>Office for Business Development<br><br><i>Business Development Officer</i>   |





PORO POINT MANAGEMENT CORPORATION

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| Original Copies of Contract of Lease/Lease Agreement will be sent to the applicant/client via courier |   |   |                        | Office for Business Development<br><br><i>VP for Airport Management</i><br>Office for Airport Management   |
|   | 6.1 Signing of the Contract of Lease/Lease Agreement by PPMC President and CEO  | None  | 1 day                  | <i>President and CEO</i><br>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                | <i>Business Development Manager</i><br>Office for Business Development<br><br><i>Business Development Officer</i><br>Office for Business Development |
| <b>TOTAL</b>  |   | 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 | <b>17 Working Days</b> |  |

**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)

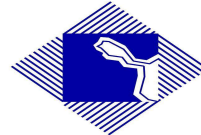
Processing and Evaluation of Application for PPFZ Registration and Grant of Incentives listed in the Philippines' Strategic Investment Priority Plan (SIPP) using the Fiscal Incentives Registration and Monitoring System (**FIRMS**).

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**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.



| <b>Office or Division:</b>   | Office for Business Development   |   |  |
|--|---|---|--|
| <b>Classification:</b>   | Highly Technical  |   |  |
| <b>Type of Transaction:</b>  | G2C – Government to Citizens; G2B – Government to Businesses;   |   |  |
| <b>Who may avail:</b>  | 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"><li>• FORM A – Business Enterprise Registration</li><li>• FORM B – Activity/Project Currently Registered with an IPA (if applicable)</li><li>• FORM C – Activity/Project-Level Registration</li></ul> |   | 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"><li>• DTI Certificate of Registration</li><li>• Securities and Exchange Commission (SEC) Certificate of Registration, Articles of Incorporation and By-Laws and General Information Sheet (GIS)</li></ul>                            |   | 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   |  |



PORO POINT MANAGEMENT CORPORATION

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

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

| CLIENT STEPS   | AGENCY ACTIONS  | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE  |
|--|---|-----------------|-----------------|---|
| 1. Send online inquiry to PPMC on Application for Registration Requirements and/or proceed to PPMC Office for its inquiry<br><br><b>For Online Inquiry:</b> Email <a href="mailto:poropointfreeportzone@gmail.com">poropointfreeportzone@gmail.com</a> | 1. Provide the applicant/client with a presentation and briefing on the service and its requirements.<br><br>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><br>Office for Business Development<br><br><i>Business Development Officer</i><br>Office for Business Development<br><br><i>VP for Airport Management</i><br>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><br>Office for Business Development<br><br><i>Business Development Officer</i>   |



PORO POINT MANAGEMENT CORPORATION

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



PORO POINT MANAGEMENT CORPORATION

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



PORO POINT MANAGEMENT CORPORATION

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| 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>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>                               | None | 2 hours | <p><i>Business Development Manager</i><br/>Office for Business Development</p> <p><i>Business Development Officer</i><br/>Office for Business Development</p> <p><i>VP for Airport Management</i><br/>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> | None | 5 days  | <p><i>Business Development Manager</i><br/>Office for Business Development</p> <p><i>Business Development Officer</i><br/>Office for Business Development</p> <p><i>VP for Airport Management</i><br/>Office for Airport Management</p> <p><i>Finance Manager</i> Office for Finance</p> |



PORO POINT MANAGEMENT CORPORATION

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|  | 5.3 Prepares an evaluation report and recommendation to the President and CEO for approval and endorsement to the PPMC Board  | None | 1 day   | <i>Business Development Manager</i><br>Office for Business Development<br><br><i>Business Development Officer</i><br>Office for Business Development<br><br><i>VP for Airport Management</i><br>Office for Airport Management<br><br><i>Finance Manager</i> Office for Finance |
|  | 5.4 Review recommendation and endorse approval of application to the PPMC Board   | None | 1 day   | <i>President and CEO</i><br>Office of the President & CEO  |
|  | 5.5 PPMC Board Deliberation and Approval<br><br><i>Note: PPMC Board Meeting Schedule - every 2 weeks (twice per month)</i>  | None | 10 days | <i>PPMC Board of Directors</i>   |
|  | <b><i>For investments PhP1 billion and below</i></b><br><br>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) | None | 4 hours | <i>Business Development Manager</i><br>Office for Business Development<br><br><i>Business Development Officer</i><br>Office for Business Development<br><br><i>VP for Airport Management</i>   |



PORORO POINT MANAGEMENT CORPORATION

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

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

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

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



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



PORO POINT MANAGEMENT CORPORATION

|   |  |                                   |                        |   |
|---|--|-----------------------------------|------------------------|---|
| <b>Office or Division:</b>  | Office for Business Development  |                                   |                        |   |
| <b>Classification:</b>  | Complex  |                                   |                        |   |
| <b>Type of Transaction:</b>   | G2C – Government to Citizens; G2B – Government to Businesses;  |                                   |                        |   |
| <b>Who may avail:</b>   | Business Enterprises with approved application of PPFZ Registration and Grant of Incentives  |                                   |                        |   |
| <b>CHECKLIST OF REQUIREMENTS</b>  |  | <b>WHERE TO SECURE</b>            |                        |   |
| 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       |                        |   |
|   |  |                                   |                        |   |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>            | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>   |
| 1. Receives notification of the approval of Registration  | 1. Draft Registration Terms and Conditions and discussed with the applicant/client<br><br>Upload the Registration Terms and Conditions and list of documentary requirements and registration fee | None                              | 3 days                 | <i>Business Development Manager</i><br>Office for Business Development<br><br><i>Business Development Officer</i><br>Office for Business Development<br><br><i>VP for Airport Management</i><br>Office for Airport Management |
| 2. Pay the Registration Fee<br><br>Submit/upload signed Terms   | 2. Review signed Terms and Conditions and documentary requirements submitted   | Registration Fee =<br>PhP5,000.00 | 2 days                 | <i>Business Development Manager</i><br>Office for Business Development  |



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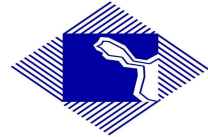
|   |   |                                |                       |   |
|---|---|--------------------------------|-----------------------|---|
| and Conditions and other documentary requirements | Notifies/tags applicant/client of incomplete submission (if any)  |                                |    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

**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

|   |   |
|---|---|
| <b>Office or Division:</b>                              | Office for Business Development   |
| <b>Classification:</b>                                  | Complex   |
| <b>Type of Transaction:</b>                             | G2C – Government to Citizens; G2B – Government to Businesses and G2G – Government to Government   |
| <b>Who may avail:</b>                                   | 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. |
| <b>CHECKLIST OF REQUIREMENTS</b> <b>WHERE TO SECURE</b> |   |



PORO POINT MANAGEMENT CORPORATION

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

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|   |  |      |        |  |
|---|--|------|--------|--|
|   | 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><br>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><br>Office for Business Development<br><br><i>Business Development Officer</i><br>Office for Business Development |
| 2. Submit the duly filled-out and signed Poro Point Baywalk and Events Center Reservation Form and requirements to the PPMC Business Development Office<br><br>OR<br><br><b>For Online Submission:</b><br>Email the form & requirements to <a href="mailto:ppmc.businessdevelopment@gmail.com">ppmc.businessdevelopment@gmail.com</a> | 2. Receive Poro Point Baywalk and Events Center Reservation Form and requirements. Evaluate and endorse the Poro Point Baywalk and Events Center Reservation Form and requirements to the President and CEO for approval/signing | None | 1 day  | <i>Business Development Manager</i><br>Office for Business Development<br><br><i>Business Development Officer</i><br>Office for Business Development |
|   |  |      |        |  |
|   | 2.1 Approval of the application/request  | None | 1 day  | <i>President and CEO</i><br>Office of the President and CEO  |



PORO POINT MANAGEMENT CORPORATION

|  |  |   |  |  |                                      |  |                                   |                                      |            |  |
|--|--|---|--|--|--------------------------------------|--|-----------------------------------|--------------------------------------|------------|--|
|  | 2.2 Notify the applicant/client of the approval/request and require payment of the Fee and Refundable Bond | None  | 1 hour   | Business Development Manager<br>Office for Business Development<br><br>Business Development Officer<br>Office for Business Development |                                      |  |                                   |                                      |            |  |
| 3. Proceed to the PPMC Finance Office and pay the required Fee and Bond<br><br>OR<br><br>Payment may also be done through bank payment; details are as follows:<br><br>Name of Bank:<br>Landbank of the Philippines, San Fernando, La Union Branch<br><br>Account Name: Poro Point Management Corporation<br><br>Current Account Number:<br>0202021824 | 3. Receive payment and issue Official Receipt  | 1. BAYWALK FEE<br><table><tr><td rowspan="2">For Private Companies, Agencies, Corporations, Persons, Organizations and Associations</td><td>Daytime Rate:<br/>PhP1,500.00/hour</td></tr><tr><td>Night time Rate:<br/>PhP2,500.00/hour</td></tr><tr><td rowspan="2">For Government Agencies and Local Government Units</td><td>Daytime Rate:<br/>PhP1,000.00/hour</td></tr><tr><td>Night time Rate:<br/>PhP2,000.00/hour</td></tr></table><br>REFUNDABLE CLEANLINESS BOND: PhP3,000.00 | For Private Companies, Agencies, Corporations, Persons, Organizations and Associations | Daytime Rate:<br>PhP1,500.00/hour  | Night time Rate:<br>PhP2,500.00/hour | For Government Agencies and Local Government Units | Daytime Rate:<br>PhP1,000.00/hour | Night time Rate:<br>PhP2,000.00/hour | 10 minutes | Cashier<br>Office for Finance<br><br>Finance Manager<br>Office for Finance |
| For Private Companies, Agencies, Corporations, Persons, Organizations and Associations   | Daytime Rate:<br>PhP1,500.00/hour  |   |  |  |                                      |  |                                   |                                      |            |  |
|  | Night time Rate:<br>PhP2,500.00/hour   |   |  |  |                                      |  |                                   |                                      |            |  |
| For Government Agencies and Local Government Units   | Daytime Rate:<br>PhP1,000.00/hour  |   |  |  |                                      |  |                                   |                                      |            |  |
|  | Night time Rate:<br>PhP2,000.00/hour   |   |  |  |                                      |  |                                   |                                      |            |  |
| Upon payment, applicants are required to submit their proof of payment and email it to <a href="mailto:ppmc.finance15@gmail.com">ppmc.finance15@gmail.com</a> in order for PPMC to issue an Official Receipt   |  |   |  |  |                                      |  |                                   |                                      |            |  |



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|  |   |      |            |   |
|--|---|------|------------|---|
| <p>4. Proceed to the PPMC Business Development Office and present the proof of payment of Fee and Bond</p> <p>OR</p> <p><b>For Online Submission:</b><br/>Email the proof of payment of Fee and Bond to <a href="mailto:ppmc.businessdevelopment@gmail.com">ppmc.businessdevelopment@gmail.com</a></p> | <p>4. Schedule coordination meeting (<i>offline or online</i>) together with Infrastructure Management Office and Regulatory Services Office</p>              | None | 30 minutes | <p><i>Business Development Manager</i><br/>Office for Business Development</p> <p><i>Business Development Officer</i><br/>Office for Business Development</p> |
|  | <p><b>AFTER THE EVENT</b></p> <p>4.1 Prepare Certificate of Cleanliness of the Venue and furnish copies to Finance Office and Business Development Office</p> | None | 1 hour     | <p><i>VP for Infrastructure Management</i><br/>Office for Infrastructure Management</p>   |
| <p>5. Submit request for refund of the bond to the PPMC Finance Office</p> <p>OR</p> <p><b>For Online Submission:</b><br/>Email the request for refund of the bond to <a href="mailto:ppmc.finance15@gmail.com">ppmc.finance15@gmail.com</a></p>   | <p>5. Receive request and prepare check</p>   | None | 2 days     | <p><i>Finance Manager</i><br/>Office for Finance</p> <p><i>Accountant</i><br/>Office for Finance</p>  |
|  |   |      |            |   |

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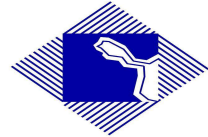
PORO POINT MANAGEMENT CORPORATION

|  |                                 |  |  |  |                                 |  |                                |                                 |                         |  |
|--|---------------------------------|--|--|--|---------------------------------|--|--------------------------------|---------------------------------|-------------------------|--|
| 6. Proceed to the PPMC Finance Office  | 6. Release check                | None   | 10 minutes   | Cashier Office for Finance<br><br>Finance Manager Office for Finance |                                 |  |                                |                                 |                         |  |
| TOTAL  |                                 | <div>1. BAYWALK FEE</div> <table><tr><td rowspan="2">For Private Companies, Agencies, Corporations, Persons, Organizations and Associations</td><td>Daytime Rate: PhP1,500.00/hour</td></tr><tr><td>Night time Rate: PhP2,500.00/hr</td></tr><tr><td rowspan="2">For Government Agencies and Local Government Units</td><td>Daytime Rate: PhP1,000.00/hour</td></tr><tr><td>Night time Rate: PhP2,000.00/hr</td></tr></table> <div>2. REFUNDABLE CLEANLINESS BOND:<br/>PhP3,000.00</div> | For Private Companies, Agencies, Corporations, Persons, Organizations and Associations | Daytime Rate: PhP1,500.00/hour                                       | Night time Rate: PhP2,500.00/hr | For Government Agencies and Local Government Units | Daytime Rate: PhP1,000.00/hour | Night time Rate: PhP2,000.00/hr | 5 Working Days, 4 hours |  |
| For Private Companies, Agencies, Corporations, Persons, Organizations and Associations | Daytime Rate: PhP1,500.00/hour  |  |  |  |                                 |  |                                |                                 |                         |  |
|  | Night time Rate: PhP2,500.00/hr |  |  |  |                                 |  |                                |                                 |                         |  |
| For Government Agencies and Local Government Units                                     | Daytime Rate: PhP1,000.00/hour  |  |  |  |                                 |  |                                |                                 |                         |  |
|  | Night time Rate: PhP2,000.00/hr |  |  |  |                                 |  |                                |                                 |                         |  |

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

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

|                            |                                 |
|----------------------------|---------------------------------|
| <b>Office or Division:</b> | Office for Business Development |
| <b>Classification:</b>     | Simple                          |



PORO POINT MANAGEMENT CORPORATION

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





PORORO POINT MANAGEMENT CORPORATION

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

## 6. Granting of Requests for Partnerships, Sponsorships and Advertisement

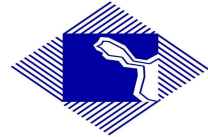
Granting of Requests for Partnerships, Sponsorships and Advertisement

|                             |  |
|-----------------------------|--|
| <b>Office or Division:</b>  | Office for Business Development  |
| <b>Classification:</b>      | Complex  |
| <b>Type of Transaction:</b> | G2C – Government to Citizens; G2B – Government to Businesses and G2G – Government to Government  |
| <b>Who may avail:</b>       | Any person, firm, association, partnership, corporation or any form of business organization and government agencies may request for partnerships, sponsorships and advertisements |



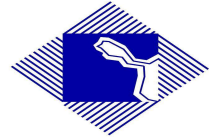
PORO POINT MANAGEMENT CORPORATION

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



PORORO POINT MANAGEMENT CORPORATION

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



PORO POINT MANAGEMENT CORPORATION

## 7. Granting of Requests for Data/Information and Reports

### Granting of Requests for Data/Information and Reports

| <b>Office or Division:</b>   | Office for Business Development   |                             |                 |   |
|--|---|-----------------------------|-----------------|---|
| <b>Classification:</b>   | Simple  |                             |                 |   |
| <b>Type of Transaction:</b>  | G2C – Government to Citizens; G2B – Government to Businesses and G2G – Government to Government   |                             |                 |   |
| <b>Who may avail:</b>  | 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<br><br>OR<br><br><b>For Online Submission:</b> Email the Letter of Request to <a href="mailto:poropointfreeportzone@gmail.com">poropointfreeportzone@gmail.com</a> | 1. Receive Letter of Request  | None                        | 10 minutes      | <i>Executive Secretary</i><br>Office of the President         |
|  | 1.1 Review and endorsement of the request to Business Development Office  | None                        | 1 day           | <i>President &amp; CEO</i><br>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><br/>Office for Business Development</p> <p><i>Business Development Officer</i><br/>Office for Business Development</p> <p><i>VP for Airport Management</i><br/>Office for Airport Management</p> |
|              | 1.3 Review and approval/disapproval of the request  | None        | 2 days  | <i>President &amp; CEO</i><br>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><br/>Office for Business Development</p> <p><i>Business Development Officer</i><br/>Office for Business Development</p> <p><i>VP for Airport Management</i><br/>Office for Airport Management</p> |
| <b>TOTAL</b> |   | <b>None</b> | <b>6 Working Days, 4 hours and 10 minutes</b> |   |

## 8. Provision of Aftercare Services to Locators

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

|                             |   |
|-----------------------------|---|
| <b>Office or Division:</b>  | Office for Business Development                                 |
| <b>Classification:</b>      | Simple  |
| <b>Type of Transaction:</b> | G2C – Government to Citizens and G2B – Government to Businesses |



PORO POINT MANAGEMENT CORPORATION

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

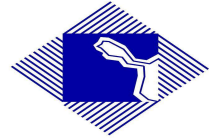
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|              |  |             |                        |   |
|--------------|--|-------------|------------------------|---|
|              | 1.2 Coordinate and endorse to appropriate PPMC Office/s applicable to the need/concern of the locator   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

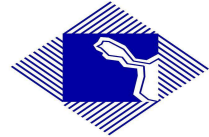
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PORO POINT MANAGEMENT CORPORATION

## **Office for Business Development Internal Services**





PORO POINT MANAGEMENT CORPORATION

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

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

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

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

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

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

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

|                             |                                 |
|-----------------------------|---------------------------------|
| <b>Office or Division:</b>  | Office for Business Development |
| <b>Classification:</b>      | Highly Technical                |
| <b>Type of Transaction:</b> | G2G – Government to Government  |



PORO POINT MANAGEMENT CORPORATION

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



PORORO POINT MANAGEMENT CORPORATION

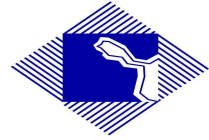
|  |   |      |                   |   |
|--|---|------|-------------------|---|
|  | 1.2 Secure revenue projections for existing revenue streams from Finance Office                                 | None | 2 hours           | <i>Business Development Manager</i><br>Office for Business Development<br>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



PORO POINT MANAGEMENT CORPORATION

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

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# **Office for Regulatory Services**

## **Enterprise Regulations**

### **External Services**



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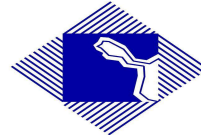
## 1. Application for Certificate of Entitlement to Tax Incentives (CETI) using the Fiscal Incentives Registration and Monitoring System (FIRMS)

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.

|  |  |                                   |                        |   |
|--|--|-----------------------------------|------------------------|---|
| <b>Office or Division:</b>   | Office for Regulatory Services – Enterprise Regulations  |                                   |                        |   |
| <b>Classification:</b>   | Highly Technical   |                                   |                        |   |
| <b>Type of Transaction:</b>  | G2C – Government to Citizens; G2B – Government to Businesses;  |                                   |                        |   |
| <b>Who may avail:</b>  | Registered Business Enterprises PPFZ Certificate of Registration   |                                   |                        |   |
| <b>CHECKLIST OF REQUIREMENTS</b>   |  | <b>WHERE TO SECURE</b>            |                        |   |
| 1. PPFZ Certificate of Registration  |  | Poro Point Management Corporation |                        |   |
| 2. Compliance with Registration Terms and Conditions   |  | Client availing the service       |                        |   |
| 3. Proof of Payment of Certificate of Entitlement to Tax Incentives (CETI) Fee   |  | Client availing the service       |                        |   |
| 4. Duly accomplished/filled out FIRMS online CETI Form   |  | Client availing the service       |                        |   |
| 5. Proof of Performance Metric Attainment and/or Justification for non-compliance  |  | Client availing the service       |                        |   |
| 6. Annual Report of beneficial ownership of the organization and related parties   |  | Client availing the service       |                        |   |
| 7. Other Supporting Documents as may be required by PPMC   |  | Client availing the service       |                        |   |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>            | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>   |
| 1. Sign in to FIRMS account<br><br>Accomplish/fill out the requested information in the FIRMS CETI Forms and attach /upload documentary requirements<br>Submit application | 1. Receives Application for CETI<br><br>Evaluate submitted information and documents. Tags the application for evaluation.<br><br>Notifies/tags applicant/client for incomplete submission and/or for justification or for | None                              | 5 days                 | <i>Enterprise Regulations Officer</i><br>Enterprise Regulations Division<br><br><i>Enterprise Regulations Assistant</i><br>Enterprise Regulations Division<br><br><i>Vice President for Regulatory Services</i><br>Office for Regulatory Services |





PORORO POINT MANAGEMENT CORPORATION

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|  | completion (if there are discrepancies or lacking information)  |                        |                        |  |
| 2. Submits complete information and/or documents | 2. Prepares an evaluation report and recommendation to the President and CEO for approval and endorsement to the PPMC Board   | None                   | 1 day                  | Enterprise Regulations Officer<br>Enterprise Regulations Division<br><br>Enterprise Regulations Assistant<br>Enterprise Regulations Division<br><br>Vice President for Regulatory Services<br>Office for Regulatory Services |
|  | 2.1 Review recommendation and endorse approval of application to the PPMC Board   | None                   | 1 day                  | President and CEO<br>Office of the President & CEO   |
|  | 2.2 PPMC Board Deliberation and Approval<br><br><i>Note: PPMC Board Meeting Schedule - every 2 weeks (twice per month)</i>  | None                   | 10 days                | PPMC Board of Directors  |
|  | 2.3 Notifies/Tags the applicant/client of the approval or disapproval of the application<br><br>If approved, notify the applicant/client of the payment of CETI Fee | None                   | 1 day                  | Enterprise Regulations Officer<br>Enterprise Regulations Division<br><br>Enterprise Regulations Assistant<br>Enterprise Regulations Division<br><br>Vice President for Regulatory Services<br>Office for Regulatory Services |
| 3. Pay the CETI Fee and upload proof of payment  | 3. Check proof of payment<br><br>Generate Certificate of Entitlement to Tax Incentives (CETI)   | CETI Fee = PhP5,000.00 | 2 days                 | Enterprise Regulations Officer<br>Enterprise Regulations Division<br><br>Enterprise Regulations Assistant<br>Enterprise Regulations Division<br><br>Vice President for Regulatory Services<br>Office for Regulatory Services |
| <b>TOTAL</b>                                     |   | CETI Fee = PhP5,000.00 | <b>20 Working Days</b> |  |

**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

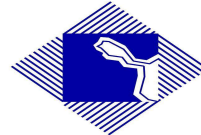


PORO POINT MANAGEMENT CORPORATION

## 2. Renewal of Existing Certificate of Registration

PPFZ Registered Enterprise who is a holder of a Certificate of Registration (CoR) who wishes to renew its existing certificate of registration upon expiration of the previously issued CoR to avail of the tax and duty-free incentives.

| <b>Office or Division:</b>   | Office for Regulatory Services - Enterprise Regulations  |  |                 |  |
|--|--|--|-----------------|--|
| <b>Classification:</b>   | Complex  |  |                 |  |
| <b>Type of Transaction:</b>  | G2B - Government to Business   |  |                 |  |
| <b>Who may avail:</b>  | 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:<br><input type="checkbox"/> Securities and Exchange Commission (SEC) Certificate of Registration<br><input type="checkbox"/> SEC Articles of Incorporation and By Laws<br>- 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<br>i. Audited Financial Statement for the previous year of operation – one (1) photocopy   |  | Auditing Firm of the Client availing the service     |                 |  |
| CLIENT STEPS   | AGENCY ACTIONS   | FEES TO BE PAID                                      | PROCESSING TIME | PERSON RESPONSIBLE   |
| 1. Submission by the client of the complete Documentary Requirements to the Customs Clearance Area (CCA).  | 1. Receive from the client complete documentary requirements   | None   | 40 minutes      | Enterprise Regulations Officer Enterprise Regulations Division |



PORO POINT MANAGEMENT CORPORATION

|  |  |             |                      |  |
|--|--|-------------|----------------------|--|
| <p><b>OR</b></p> <p><b>For Online Submission:</b><br/>Email the requirements to <a href="mailto:regserv.poropointfreeport@gmail.com">regserv.poropointfreeport@gmail.com</a></p> |  |             |                      | <p><i>Environment &amp; Safety Officer</i><br/>Environmental Management and Health Services Division</p> <p><i>Enterprise Regulations Assistant</i><br/>Enterprise Regulations Division</p>  |
|  | <p>1.1 Review the authenticity and accuracy of the documents submitted</p>   | <p>None</p> | <p>1 working day</p> | <p><i>Enterprise Regulations Officer</i> Enterprise Regulations Division</p> <p><i>Environment &amp; Safety Officer</i><br/>Environmental Management and Health Services Division</p> <p><i>Enterprise Regulations Assistant</i><br/>Enterprise Regulations Division</p> |
|  | <p>1.2 Draft Certificate of Registration and endorsement to the President &amp; CEO or to his/her alternate for approval &amp; signing</p> | <p>None</p> | <p>2 hours</p>       | <p><i>VP for Regulatory Services</i><br/>Office for Regulatory Services</p> <p><i>Enterprise Regulations Officer</i> Enterprise Regulations Division</p> <p><i>Enterprise Regulations Assistant</i><br/>Enterprise Regulations Division</p>                              |



PORO POINT MANAGEMENT CORPORATION

|   |  |  |                                   |   |
|---|--|--|-----------------------------------|---|
|   | 1.3 Sign renewed Certificate of Registration     | None   | 1 working day                     | President & CEO<br>Office of the President and CEO  |
| <b>2. Pay the required fees</b><br><br><b>OR</b><br><br>Pay thru Bank with the following details:<br><br>Account Name:<br>Poro Point Management Corporation<br><br>Account Number:<br>0202-0218-24<br><br>Bank Branch:<br>Landbank of the Philippines,<br>San Fernando City, La Union<br><br>Please transmit copy of the deposit slip to <a href="mailto:regserv.poropointfreeport@gmail.com">regserv.poropointfreeport@gmail.com</a> | 2. Receive payment and issue Official Receipt    | Filing Fee PhP2,000.00<br><br>Processing Fee- PhP2,000.00<br><br>Certificate of Registration (CR) - PhP4,000.00<br><br>Endorsement to the Bureau of Internal Revenue (BIR) - PhP1,000.00 | 20 minutes                        | <i>Enterprise Regulations Officer</i> Enterprise Regulations Division<br><br><i>Environment &amp; Safety Officer</i> Environmental Management and Health Services Division<br><br><i>Enterprise Regulations Assistant</i> Enterprise Regulations Division |
| 3. Receive duly signed Certificate of Registration  | 3. Issue duly signed Certificate of Registration | None   | 1 hour                            | <i>Enterprise Regulations Officer</i> Enterprise Regulations Division<br><br><i>Environment &amp; Safety Officer</i> Environmental Management and Health Services Division<br><br><i>Enterprise Regulations Assistant</i> Enterprise Regulations Division |
|   | <b>TOTAL</b>                                     | <b>PhP9,000.00</b>   | <b>2 working days and 4 hours</b> |   |



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 entity that complied with the minimum standards and basic legal requirements in the conduct of the establishment and operation must renew a Certificate of Accreditation.

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

| <b>Office or Division:</b>   | Office for Regulatory Services - Enterprise Regulations   |   |                 |   |
|--|---|---|-----------------|---|
| <b>Classification:</b>   | Simple  |   |                 |   |
| <b>Type of Transaction:</b>  | G2B - Government to Business  |   |                 |   |
| <b>Who may avail:</b>  | 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 cooperatives – one (1) photocopy  |   | Department of Trade and Industry (DTI); Securities and Exchange Commission (SEC); Cooperative Development Authority (CDA)                             |                 |   |
| 2. BIR Form 2303/ BIR Certificate of Registration – one (1) photocopy  |   | Bureau of Internal Revenue (BIR)  |                 |   |
| 3. Mayor's Permit/Business Permit/Sublease Agreement with PPFZ Registered Enterprise – one (1) photocopy   |   | City or municipality where the principal place of business of the client is located, or the equivalent document for Exclusive Economic Zones or Areas |                 |   |
| CLIENT STEPS   | AGENCY ACTIONS  | FEES TO BE PAID   | PROCESSING TIME | PERSON RESPONSIBLE  |
| 1. Submit PPFZ Application for Certificate of Accreditation and complete Documentary Requirements to the Customs Clearance Area (CCA).<br><br><b>OR</b><br><b>For Online Submission:</b><br>Email the requirements to <a href="mailto:regserv.poropointfreeport@gmail.com">regserv.poropointfreeport@gmail.com</a> | 1. Receive application for accreditation or permit to operate, including required documents     | None  | 30minutes       | <i>Enterprise Regulations Officer</i> Enterprise Regulations Division<br><br><i>Environment &amp; Safety Officer</i> Environmental Management and Health Services Division<br><br><i>Enterprise Regulations Assistant</i> Enterprise Regulations Division |



PORO POINT MANAGEMENT CORPORATION

|  |   |      |        |   |
|--|---|------|--------|---|
|  | 1.2 Review, evaluate and verify submitted documents                                   | None | 1 hour | <i>Enterprise Regulations Officer</i> Enterprise Regulations Division<br><br><i>Environment &amp; Safety Officer</i> Environmental Management and Health Services Division<br><br><i>Enterprise Regulations Assistant</i> Enterprise Regulations Division |
|  | 1.3. Prepare Certificate of Accreditation/ Permit to Operate for approval and signing | None | 1 hour | <i>Enterprise Regulations Officer</i> Enterprise Regulations Division<br><br><i>Environment &amp; Safety Officer</i> Environmental Management and Health Services Division<br><br><i>Enterprise Regulations Assistant</i> Enterprise Regulations Division |
|  | 1.4 Sign Certificate of Accreditation or Permit to Operate                            | None | 1 hour | <i>VP for Regulatory Services</i> Office for Regulatory Services<br><br><i>Enterprise Regulations Officer</i> Enterprise Regulations Division   |

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PORO POINT MANAGEMENT CORPORATION

|   |   |  |                       |  |
|---|---|--|-----------------------|--|
| <p>2. Payment of prescribed Accreditation/Permit to Operate fee</p> <p><b>OR</b></p> <p>Pay thru Bank with the following details:</p> <p>Account Name:<br/>Poro Point Management Corporation</p> <p>Account Number:<br/>0202-0218-24</p> <p>Bank Branch:<br/>Landbank of the Philippines,<br/>San Fernando City, La Union</p> <p>Please transmit copy of the deposit slip to<br/><a href="mailto:regserv.poropointfreeport@gmail.com">regserv.poropointfreeport@gmail.com</a></p> | <p>2. Receive payment and issue Official Receipt</p>                    | <p>Processing Fee-<br/>Php2,000.00</p> <p>Endorsement to the Bureau of Internal Revenue (BIR) - Php1,000.00</p> <p>Certificate of Accreditation or Permit to Operate –<br/>Php2,000.00</p> | <p>10 minutes</p>     | <p><i>Enterprise Regulations Officer</i> Enterprise Regulations Division</p> <p><i>Environment &amp; Safety Officer</i> Environmental Management and Health Services Division</p> <p><i>Enterprise Regulations Assistant</i> Enterprise Regulations Division</p> |
| <p>3. Receive duly signed Certificate of Accreditation/Permit to Operate</p>  | <p>4. Issue/Release Certificate of Accreditation/ Permit to Operate</p> | <p>None</p>  | <p>20 minutes</p>     | <p><i>Enterprise Regulations Officer</i> Enterprise Regulations Division</p> <p><i>Environment &amp; Safety Officer</i> Environmental Management and Health Services Division</p> <p><i>Enterprise Regulations Assistant</i> Enterprise Regulations Division</p> |
|   | <p><b>TOTAL</b></p>   | <p><b>PhP5,000.00</b></p>  | <p><b>4 hours</b></p> |  |

#### 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



PORO POINT MANAGEMENT CORPORATION

|   |   |  |                        |  |
|---|---|--|------------------------|--|
| <b>Office or Division:</b>  | Office for Regulatory Services - Enterprise Regulations   |  |                        |  |
| <b>Classification:</b>  | Simple  |  |                        |  |
| <b>Type of Transaction:</b>   | G2B - Government to Business  |  |                        |  |
| <b>Who may avail:</b>   | All duly registered enterprises inside and accredited enterprises doing business in the PPFZ.                 |  |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   | <b>WHERE TO SECURE</b>                               |                        |  |
| 1) Present upon application any of the following documents: <ul style="list-style-type: none"> <li>• Material/Supply List (or its equivalent)</li> <li>• Official Purchase Order</li> <li>• Official Delivery Receipt</li> <li>• Official Commercial Invoice</li> <li>• Cash Sales Invoice/Charge Sales Invoice</li> <li>• Sales Invoice</li> <li>• Order Slip</li> </ul> |   | 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 |                        |  |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b>                               | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>  |
| 1. Secure and submit duly accomplished Local Purchase Form (LPF) together with 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><br>Enterprise Regulations Division<br><i>Environment &amp; Safety Officer</i><br>Environmental Management and Health Services Division<br><i>Enterprise Regulations Assistant</i><br>Enterprise Regulations Division<br><i>Nurse</i><br>Environmental Management and Health Services |





PORORO POINT MANAGEMENT CORPORATION

|   |   |                            |                   |  |
|---|---|----------------------------|-------------------|--|
| 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><br>Enterprise Regulations Division<br><br><i>Environment &amp; Safety Officer</i><br>Environmental Management and Health Services Division<br><br><i>Enterprise Regulations Assistant</i><br>Enterprise Regulations Division<br><br><i>Nurse</i><br>Environmental Management and Health Services |
| 3. Pay processing fee.  | 3. Collect regulatory 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><br>Enterprise Regulations Division<br><br><i>Environment &amp; Safety Officer</i><br>Environmental Management and Health Services Division<br><br><i>Enterprise Regulations Assistant</i><br>Enterprise Regulations Division   |
| 4. Receive copy of duly approved LPF and RFI  | 4. Release of duly accomplished and approved LPF and RFI of inspected articles                                    | None                       | 2 minutes         | <i>Enterprise Regulations Officer</i><br>Enterprise Regulations Division<br><br><i>Environment &amp; Safety Officer</i><br>Environmental Management and Health Services Division<br><br><i>Enterprise Regulations Assistant</i><br>Enterprise Regulations Division<br><br><i>Nurse</i><br>Environmental Management and Health Services |
|   | <b>TOTAL</b>  | <b>Php250.00</b>           | <b>15 minutes</b> |  |



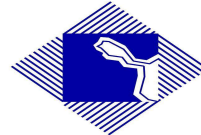
PORO POINT MANAGEMENT CORPORATION

## 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 brought inside the Poro Point Freeport Zone

|   |   |                        |  |  |
|---|---|------------------------|--|--|
| <b>Office or Division:</b>  | Office for Regulatory Services - Enterprise Regulations   |                        |  |  |
| <b>Classification:</b>  | Complex   |                        |  |  |
| <b>Type of Transaction:</b>   | G2B - Government to Business  |                        |  |  |
| <b>Who may avail:</b>   | All duly registered enterprises doing business in the PPFZ.   |                        |  |  |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   |                        | <b>WHERE TO SECURE</b>                               |  |
| 1. Application for Permit to Bring-In (APBI) – four (4) original copies   |   |                        | PPMC Customs Clearance Area – Enterprise Regulations |  |
| 2. Upon Application:  |   |                        | Client availing the service                          |  |
| a. Official Commercial Invoice (or its equivalent) – one (1) original, three (3) photocopies                                |   |                        | Client availing the service                          |  |
| b. Bill of Lading/Airway Bill – one (1) original, three (3) photocopies   |   |                        |  |  |
| 3. Upon Arrival of Article/s:   |   |                        | Client availing the service                          |  |
| 1. Permit to Bring-Out from the Port of Exit – four (4) photocopies   |   |                        |  |  |
| 4. Duly filled in and signed PPFZ Request for Inspection Form – four (4) original copies                                    |   |                        | PPMC Customs Clearance Area – Enterprise Regulations |  |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b>                               | <b>PERSON RESPONSIBLE</b>  |
| 1. Secure and submit duly accomplished Application for Permit to Bring-In (APBI) together with the documentary requirements | 1. Brief applicant about the service.<br><br>Receive and review completeness of submitted documents and endorse for approval to authorized signatories. | None                   | 5 minutes  | <i>Enterprise Regulations Officer</i><br>Enterprise Regulations Division<br><br><i>Environment &amp; Safety Officer</i><br>Environmental Management and Health Services Division<br><br><i>Enterprise Regulations Assistant</i><br>Enterprise Regulations Division |

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PORO POINT MANAGEMENT CORPORATION

|                        |  |   |            |   |
|------------------------|--|---|------------|---|
|                        | 1.1 Validate submitted documents, affix signature and recommend approval of the President & CEO. | None  | 30 minutes | VP for Regulatory Services<br>Office for Regulatory Services<br><br>Enterprise Regulations Officer<br>Enterprise Regulations Division   |
|                        | 1.2 Review documents, approve and sign the APBI.   | None  | 4 hours    | President and CEO<br>Office of the President and CEO  |
| 2. Pay processing fee. | 2. Collect regulatory fee, issue official receipt, and affix PPMC dry seal to the APBI.          | Processing Fee<br><br>For Commercial Use (Finished Articles for Sale) - Php250.00<br><br>For Non Commercial use (Raw Materials, Equipment for Processing, or Company Use) - Php100.00<br><br>Scrap/ Waste - Php200.00 | 5 minutes  | Enterprise Regulations Officer<br>Enterprise Regulations Division<br><br>Environment & Safety Officer<br>Environmental Management and Health Services Division<br><br>Enterprise Regulations Assistant<br>Enterprise Regulations Division |
|                        | 2.1 Release duly approved APBI.  | None  | 5 minutes  | Enterprise Regulations Officer<br>Enterprise Regulations Division<br><br>Environment & Safety Officer<br>Environmental Management and Health Services Division<br><br>Enterprise Regulations Assistant<br>Enterprise Regulations Division |



PORO POINT MANAGEMENT CORPORATION

|  |   |   |               |   |
|--|---|---|---------------|---|
| 3. Secure and submit duly accomplished Request for Inspection (RFI) Form and indicate the date and time of arrival of the articles   | 3. Issue RFI.<br><br>Receive duly accomplished RFI indicating the date and time of arrival of articles. | None  | 5 minutes     | Enterprise Regulations Officer<br>Enterprise Regulations Division<br><br>Environment & Safety Officer<br>Environmental Management and Health Services Division<br><br>Enterprise Regulations Assistant<br>Enterprise Regulations Division |
| 4. Inform CCA authorized representative(s) and Bureau of Customs examiner(s) for the inspection proper at the Customs Clearance Area when the applied articles has arrived at the PPFZ | 4. Inspect articles vis-à-vis supporting documents with the Bureau of Customs                           | None  | 3 hours       | Enterprise Regulations Officer<br>Enterprise Regulations Division<br><br>Environment & Safety Officer<br>Environmental Management and Health Services Division<br><br>Enterprise Regulations Assistant<br>Enterprise Regulations Division |
|  | 4.1 Release articles and escort to destination.   | None  | 10 minutes    | Security Officer<br>Zone Security and Public Safety   |
|  | <b>TOTAL</b>  | Processing Fee<br><br>For Commercial Use (Finished Articles for Sale) - Php250.00<br><br>For Non-Commercial use (Raw Materials, Equipment for Processing, or Company Use) - Php100.00<br><br>Scrap/ Waste - Php200.00 | 1 working day |   |

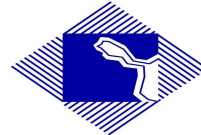


PORO POINT MANAGEMENT CORPORATION

## 6. Issuance of Permit to Bring Out Local Articles

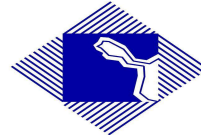
Permit issued pursuant to Section 15 of Republic Act No. 7227 s. 1992, as amended by Republic Act No. 9400 s. 2007, the Implementing Rules and Regulation and the provisions of the Customs Administrative Order (CAO 3-2001) for local articles brought outside the Poro Point Freeport Zone

|  |   |   |                        |  |
|--|---|---|------------------------|--|
| <b>Office or Division:</b>   |   | Office for Regulatory Services - Enterprise Regulations     |                        |  |
| <b>Classification:</b>   |   | Simple  |                        |  |
| <b>Type of Transaction:</b>  |   | G2B - Government to Business                                |                        |  |
| <b>Who may avail:</b>  |   | All duly registered enterprises doing business in the PPFZ. |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   | <b>WHERE TO SECURE</b>                                      |                        |  |
| 1. Application for Permit to Bring-Out (APBO) – four (4) original copies   |   | PPMC Customs Clearance Area – Enterprise Regulations        |                        |  |
| 2. Commercial Invoice, or its equivalent – 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        |                        |  |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b>                                      | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>  |
| 1. Secure and submit duly accomplished Application for Permit to Bring-Out (APBO) and the documentary requirements | 1. Brief applicant about the service.<br><br>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><br>Enterprise Regulations Division<br><br><i>Environment &amp; Safety Officer</i><br>Environmental Management and Health Services Division<br><br><i>Enterprise Regulations Assistant</i><br>Enterprise Regulations Division |



PORO POINT MANAGEMENT CORPORATION

|                        |   |   |           |  |
|------------------------|---|---|-----------|--|
|                        | 1.1 Review documents, approve and sign the APBO.                            | None  | 4 hours   | VP for Regulatory Services<br>Office for Regulatory Services<br><br>Enterprise Regulations Officer<br>Enterprise Regulations Division  |
| 2. Pay processing fee. | 2. Collect regulatory fee, issue official receipt, and affix PPMC dry seal. | <p>Processing Fee</p> <p>With no commercial value –<br/>Php100.00</p> <p>With Commercial Value<br/>*Up to<br/>USD10,000.00<br/>- Php500.00</p> <p>*Above<br/>USD10,000.00<br/>- Php1,000.00</p> <p>Scrap/ Waste -<br/>Php200.00</p> | 5 minutes | <p>Enterprise Regulations Officer<br/>Enterprise</p> <p>Regulations Division</p> <p>Environment &amp; Safety Officer<br/>Environmental Management and Health Services Division</p> <p>Enterprise Regulations Assistant<br/>Enterprise Regulations Division</p> |
|                        | 2.1 Release duly approved APBO.   | None  | 5 minutes | <p>Enterprise Regulations Officer<br/>Enterprise Regulations Division</p> <p>Environment &amp; Safety Officer<br/>Environmental Management and Health Services Division</p> <p>Enterprise Regulations Assistant<br/>Enterprise Regulations Division</p>        |



PORO POINT MANAGEMENT CORPORATION

|   |   |   |                      |  |
|---|---|---|----------------------|--|
| 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><br>Enterprise Regulations Division <i>Environment &amp; Safety Officer</i><br>Environmental Management and Health Services Division<br><br><i>Enterprise Regulations Assistant</i><br>Enterprise Regulations Division        |
|   | 3.1 Inspect articles vis-à-vis supporting documents with the Bureau of Customs                            | None  | 3 hours              | <i>Enterprise Regulations Officer</i><br>Enterprise Regulations Division<br><br><i>Environment &amp; Safety Officer</i><br>Environmental Management and Health Services Division<br><br><i>Enterprise Regulations Assistant</i><br>Enterprise Regulations Division |
|   | 3.2 Release articles and escort to destination.   | None  | 10 minutes           | <i>Security Officer</i><br>Zone Security and Public Safety   |
|   | <b>TOTAL</b>  | Processing Fee<br><br>With no commercial value –<br>Php100.00<br><br>With Commercial Value<br>*Up to<br>USD10,000.00 -<br>Php500.00<br><br>*Above<br>USD10,000.00 -<br>Php1,000.00<br><br>Scrap/ Waste -<br>Php200.00 | <b>1 working day</b> |  |



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

|  |  |  |                        |  |
|--|--|--|------------------------|--|
| <b>Office or Division:</b>   | Office for Regulatory Services - Enterprise Regulations  |  |                        |  |
| <b>Classification:</b>   | Complex  |  |                        |  |
| <b>Type of Transaction:</b>  | G2B - Government to Business   |  |                        |  |
| <b>Who may avail:</b>  | All duly registered enterprises doing business in the PPFZ.  |  |                        |  |
| <b>CHECKLIST OF EQUIREMENTS</b>  |  | <b>WHERE TO SECURE</b>                               |                        |  |
| 1. Application for Permit to Bring-Out (APBO) - four (4) original copies   |  | PPMC Customs Clearance Area- Enterprise Regulations  |                        |  |
| 2. Commercial Invoice, or its equivalent-one(1) original copy, three(3) photocopies                                |  | Client availing of the service                       |                        |  |
| 3. Packing List – one (1) original copy, three (3) photocopies   |  | Client availing of the service                       |                        |  |
| 4. Purchase Order – one (1) original copy, three (3) photocopies   |  | Client availing of the service                       |                        |  |
| 5. Proof of Payment of Duties and Taxes – one (1) original copy, three (3) photocopies                             |  | Client availing of the service                       |                        |  |
| 6. Permit to Bring-In from other tax-exempt territory (if applicable) 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                           |  | PPMC Customs Clearance Area – Enterprise Regulations |                        |  |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>                               | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>  |
| 1. Secure and submit duly accomplished Application for Permit to Bring-Out (APBO) and the documentary requirements | 1. Brief applicant about the service<br><br>Receive and review completeness of submitted documents and endorse to PPMC approving signatories | None   | 30 minutes             | <i>Enterprise Regulations Officer</i><br>Enterprise Regulations Division<br><br><i>Environment &amp; Safety Officer</i><br>Environmental Management and Health Services Division<br><br><i>Enterprise Regulations Assistant</i><br>Enterprise Regulations Division |





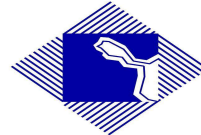
PORO POINT MANAGEMENT CORPORATION

|                        |   |   |           |  |
|------------------------|---|---|-----------|--|
|                        | 1.1 Review documents, approve and sign the APBO.                            | None  | 4 hours   | <p><i>President and CEO</i><br/>Office of the President and CEO</p> <p><i>VP for Regulatory Services</i><br/>Office for Regulatory Services</p>  |
| 2. Pay processing fee. | 2. Collect regulatory 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<br/>*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><br/>Enterprise Regulations Division</p> <p><i>Environment &amp; Safety Officer</i><br/>Environmental Management and Health Services Division</p> <p><i>Enterprise Regulations Assistant</i><br/>Enterprise Regulations Division</p> |
|                        | 2.1 Release duly approved APBO.   | None  | 5 minutes | <p><i>Enterprise Regulations Officer</i><br/>Enterprise Regulations Division</p> <p><i>Environment &amp; Safety Officer</i><br/>Environmental Management and Health Services Division</p> <p><i>Enterprise Regulations Assistant</i><br/>Enterprise Regulations Division</p> |



PORO POINT MANAGEMENT CORPORATION

|   |   |   |                      |  |
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| 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><br>Enterprise Regulations Division<br><br><i>Environment &amp; Safety Officer</i><br>Environmental Management and Health Services Division<br><i>Enterprise Regulations Assistant</i><br>Enterprise Regulations Division     |
|   | 3.1 Inspect articles vis-à-vis supporting documents with the Bureau of Customs                            | None  | 3 hours              | <i>Enterprise Regulations Officer</i><br>Enterprise Regulations Division<br><br><i>Environment &amp; Safety Officer</i><br>Environmental Management and Health Services Division<br><br><i>Enterprise Regulations Assistant</i><br>Enterprise Regulations Division |
|   | 3.2 Release articles and escort to destination.   | None  | 10 minutes           | <i>Security Officer</i><br>Zone Security and Public Safety   |
|   | <b>TOTAL</b>  | Processing Fee<br><br>With no commercial value - Php100.00<br><br>With Commercial Value<br>*Up to USD10,000.00 - Php500.00<br><br>*Above USD10,000.00 - Php1,000.00<br><br>Scrap/ Waste - Php200.00 | <b>1 working day</b> |  |



PORO POINT MANAGEMENT CORPORATION

## 8. Issuance of Import Permit

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 all importations needed by the Registered 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.

| <b>Office or Division:</b>  | Office for Regulatory Services - Enterprise Regulations                                    |  |                 |   |
|---|--|--|-----------------|---|
| <b>Classification:</b>  | Complex  |  |                 |   |
| <b>Type of Transaction:</b>   | G2B - Government to Business   |  |                 |   |
| <b>Who may avail:</b>   | All duly registered 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:  |  | Client availing of the service                       |                 |   |
| <ul style="list-style-type: none"> <li>Letter of Intent – one (1) original copy, three (3) photocopies</li> <li>Pro-forma or Commercial Invoice, or its equivalent – one (1) original copy, three (3) photocopies</li> <li>Purchase Order – one (1) original copy, three (3) photocopies</li> </ul> |  | Client availing of the service                       |                 |   |
| 3. Upon Arrival of Shipment:  |  | Client availing of the service                       |                 |   |
| <ul style="list-style-type: none"> <li>Packing List – four (4) photocopies</li> <li>Proof of Payment of Duties and Taxes – four (4) photocopies</li> <li>Permit to Bring-In from other tax-exempt territory (if applicable) – four (4) photocopies</li> </ul>                                       |  | Client availing of the service                       |                 |   |
| 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. Submit the approved and signed by the PPMC President and CEO the following documentary requirements:   | 1. Receive and review submitted documents<br><br>Issue Application of Import Permit (AIP). | None   | 30 minutes      | Enterprise Regulations Officer<br>Enterprise Regulations Division |



PORO POINT MANAGEMENT CORPORATION

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|---|--|-------------|-------------------|--|
| <p><b>Upon Application:</b></p> <ul style="list-style-type: none"> <li>• Letter of Intent addressed to the President &amp; CEO</li> <li>• Pro-forma or Commercial Invoice (or its equivalent)</li> <li>• Purchase Order</li> </ul> <p><b>Upon Arrival of Shipment:</b></p> <ul style="list-style-type: none"> <li>• Packing List</li> <li>• Proof of Payment of Duties and Taxes</li> <li>• Permit to Bring-In from other tax exempt territory (if applicable)</li> </ul> |  |             |                   | <p><i>Environment &amp; Safety Officer</i><br/>Environmental Management and Health Services Division</p> <p><i>Enterprise Regulations Assistant</i><br/>Enterprise Regulations Division</p>  |
| <p>2. Submit duly filled in and signed Application of Import Permit (AIP) accomplished in 6 copies</p>  | <p>2. Receive and review completeness of submitted documents and endorse for approval to authorized signatories.</p> | <p>None</p> | <p>10 minutes</p> | <p><i>Enterprise Regulations Officer</i><br/>Enterprise Regulations Division</p> <p><i>Environment &amp; Safety Officer</i><br/>Environmental Management and Health Services Division</p> <p><i>Enterprise Regulations Assistant</i><br/>Enterprise Regulations Division</p> |



PORO POINT MANAGEMENT CORPORATION

|  |   |   |                  |  |  |           |                              |  |                    |        |                               |        |                                |        |                                 |        |                                  |        |                     |        |  |        |          |      |  |           |           |  |
|--|---|---|------------------|--|--|-----------|------------------------------|--|--------------------|--------|-------------------------------|--------|--------------------------------|--------|---------------------------------|--------|----------------------------------|--------|---------------------|--------|--|--------|----------|------|--|-----------|-----------|--|
|  | 2.1 Review documents, approve and sign the AIP.                             | None  | 4 hours          | <i>President and CEO</i><br>Office of the President and CEO<br><br><i>VP for Regulatory Services</i><br>Office for Regulatory Services |  |           |                              |  |                    |        |                               |        |                                |        |                                 |        |                                  |        |                     |        |  |        |          |      |  |           |           |  |
| 3. Pay processing fee.                         | 3. Collect regulatory fee, issue official receipt, and affix PPMC dry seal. | <table><tr><td colspan="2">Processing Fees:</td></tr><tr><td><b>Processing Fee With No Commercial Value</b></td><td>Php300.00</td></tr><tr><td><b>With Commercial Value</b></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>100.00</td></tr><tr><td>US\$10,001.00 to US\$50,000.00</td><td>150.00</td></tr><tr><td>US\$50,001.00 to US\$100,000.00</td><td>300.00</td></tr><tr><td>US\$100,001.00 to US\$500,000.00</td><td>350.00</td></tr><tr><td>Over US\$500,000.00</td><td>500.00</td></tr><tr><td></td><td>700.00</td></tr><tr><td>Wit hout</td><td>1 st</td></tr><tr><td></td><td>50,000.00</td></tr></table> | Processing Fees: |  | <b>Processing Fee With No Commercial Value</b> | Php300.00 | <b>With Commercial Value</b> |  | Up to US\$1,000.00 | 100.00 | US\$1,001.00 to US\$10,000.00 | 100.00 | US\$10,001.00 to US\$50,000.00 | 150.00 | US\$50,001.00 to US\$100,000.00 | 300.00 | US\$100,001.00 to US\$500,000.00 | 350.00 | Over US\$500,000.00 | 500.00 |  | 700.00 | Wit hout | 1 st |  | 50,000.00 | 5 minutes | <i>Enterprise Regulations Officer</i><br>Enterprise Regulations Division<br><br><i>Environment &amp; Safety Officer</i><br>Environmental Management and Health Services Division<br><br><i>Enterprise Regulations Assistant</i><br>Enterprise Regulations Division |
| Processing Fees:                               |   |   |                  |  |  |           |                              |  |                    |        |                               |        |                                |        |                                 |        |                                  |        |                     |        |  |        |          |      |  |           |           |  |
| <b>Processing Fee With No Commercial Value</b> | Php300.00   |   |                  |  |  |           |                              |  |                    |        |                               |        |                                |        |                                 |        |                                  |        |                     |        |  |        |          |      |  |           |           |  |
| <b>With Commercial Value</b>                   |   |   |                  |  |  |           |                              |  |                    |        |                               |        |                                |        |                                 |        |                                  |        |                     |        |  |        |          |      |  |           |           |  |
| Up to US\$1,000.00                             | 100.00  |   |                  |  |  |           |                              |  |                    |        |                               |        |                                |        |                                 |        |                                  |        |                     |        |  |        |          |      |  |           |           |  |
| US\$1,001.00 to US\$10,000.00                  | 100.00  |   |                  |  |  |           |                              |  |                    |        |                               |        |                                |        |                                 |        |                                  |        |                     |        |  |        |          |      |  |           |           |  |
| US\$10,001.00 to US\$50,000.00                 | 150.00  |   |                  |  |  |           |                              |  |                    |        |                               |        |                                |        |                                 |        |                                  |        |                     |        |  |        |          |      |  |           |           |  |
| US\$50,001.00 to US\$100,000.00                | 300.00  |   |                  |  |  |           |                              |  |                    |        |                               |        |                                |        |                                 |        |                                  |        |                     |        |  |        |          |      |  |           |           |  |
| US\$100,001.00 to US\$500,000.00               | 350.00  |   |                  |  |  |           |                              |  |                    |        |                               |        |                                |        |                                 |        |                                  |        |                     |        |  |        |          |      |  |           |           |  |
| Over US\$500,000.00                            | 500.00  |   |                  |  |  |           |                              |  |                    |        |                               |        |                                |        |                                 |        |                                  |        |                     |        |  |        |          |      |  |           |           |  |
|  | 700.00  |   |                  |  |  |           |                              |  |                    |        |                               |        |                                |        |                                 |        |                                  |        |                     |        |  |        |          |      |  |           |           |  |
| Wit hout                                       | 1 st  |   |                  |  |  |           |                              |  |                    |        |                               |        |                                |        |                                 |        |                                  |        |                     |        |  |        |          |      |  |           |           |  |
|  | 50,000.00   |   |                  |  |  |           |                              |  |                    |        |                               |        |                                |        |                                 |        |                                  |        |                     |        |  |        |          |      |  |           |           |  |



PORO POINT MANAGEMENT CORPORATION

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| an<br>App<br>rove<br>d<br>Per<br>mit | O<br>ff<br>e<br>n<br>s<br>e            | or 1% of the<br>invoice value of<br>goods/items,<br>whichever is<br>higher                   |
|                                      | 2<br>nd<br>O<br>ff<br>e<br>n<br>s<br>e | Php 100,000.00<br>or 1% of the<br>invoice value of<br>goods/items,<br>whichever is<br>higher |
|                                      | 3rd<br>O<br>ff<br>e<br>n<br>s<br>e     | 200,000.00 and<br>Termination of<br>Lease/Sub-<br>Lease<br>Agreement/Con<br>tract            |

Importation of  
TaxExempt Vehicles  
(TEVs)

|                          |  |
|--------------------------|--|
| Processing<br>Fee        | Php 880.00   |
| Transfer of<br>Ownership | 1% on the<br>gross sale<br>and/or<br>compensatio<br>n received in<br>consideratio<br>n of the sale,<br>assignment<br>or transfer of<br>any TEV or<br>Php8,800.00<br>, whichever is<br>higher |

Importation of Motor  
Vehicles

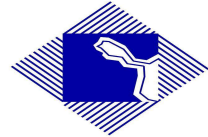
| TYPE   | Processing<br>Fee    |
|--|----------------------|
| used<br>Trucks,<br>Special<br>Purpose<br>Vehicle<br>(SPV) and<br>buses | 4,000.00<br>per unit |
| Industrial/<br>Heavy<br>Equipment                                      | 8,000.00<br>per unit |



PORO POINT MANAGEMENT CORPORATION

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|  | 3.1 Release duly approved AIP.   | None | 5 minutes | <i>Enterprise Regulations Officer</i><br>Enterprise Regulations Division<br><br><i>Environment &amp; Safety Officer</i><br>Environmental Management and Health Services Division<br><br><i>Enterprise Regulations Assistant</i><br>Enterprise Regulations Division |
| 4. Submit duly approved AIP to the Bureau of Customs for revalidation.   | 4. Receive duly approved AIP   | None | 5 minutes | Bureau of Customs  |
| 5. 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) | 5. Issue RFI.<br><br>Receive duly accomplished RFI indicating the date and time of arrival of articles | None | 5 minutes | <i>Enterprise Regulations Officer</i><br>Enterprise Regulations Division<br><br><i>Environment &amp; Safety Officer</i><br>Environmental Management and Health Services Division<br><br><i>Enterprise Regulations Assistant</i><br>Enterprise Regulations Division |

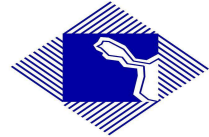
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PORO POINT MANAGEMENT CORPORATION

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| 6. Inform Joint Inspection Team (*) of the date and time of arrival of articles at CCA | 6. Inspect articles vis-à-vis supporting documents<br><br>Sign and issue Clearance<br><br>Release Articles | None             |  |  | 3 hours       | * Joint Inspection Team<br>- Bureau of Customs Representative<br>- Enterprise Regulations Office Representative<br>- Security & Safety Office Representative |
|  | TOTAL  | Processing Fees: |  |  | 1 working day |  |
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PORO POINT MANAGEMENT CORPORATION

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| App<br>rove<br>d Per<br>mit  | ff<br>e<br>n<br>s<br>e                         | goods/items,<br>whichever is<br>higher   |
|  | 2 <sub>nd</sub><br>O<br>ff<br>e<br>n<br>s<br>e | Php 100,000.00<br>or 1% of the<br>invoice value of<br>goods/items,<br>whichever is<br>higher   |
|  | 3 <sub>rd</sub><br>O<br>ff<br>e<br>n<br>s<br>e | 200,000.00 and<br>Termination of<br>Lease/Sub-<br>Lease<br>Agreement/Con<br>tract  |
| <b>Importation of<br/>TaxExempt<br/>Vehicles<br/>(TEVs)</b>            |  |  |
| Processing<br>Fee  |  | Php 880.00   |
| Transfer of<br>Ownership   |  | 1% on the<br>gross sale<br>and/or<br>compensatio<br>n received in<br>consideratio<br>n of the sale,<br>assignment<br>or transfer of<br>any TEV or<br>Php8,800.00<br>, whichever<br>is higher |
| <b>Importation of<br/>Motor Vehicles</b>                               |  |  |
| TYPE   |  | Processing<br>Fee  |
| used<br>Trucks,<br>Special<br>Purpose<br>Vehicle<br>(SPV) and<br>buses |  | 4,000.00 per<br>unit   |
| Industrial/<br>Heavy<br>Equipment                                      |  | 8,000.00 per<br>unit   |

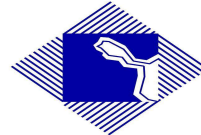


PORO POINT MANAGEMENT CORPORATION

## 9. Issuance of Export Clearance

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 all exportations needed by the Registered 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.

|   |   |  |  |
|---|---|--|--|
| <b>Office or Division:</b>  | Office for Regulatory Services - Enterprise Regulations     |  |  |
| <b>Classification:</b>  | Complex   |  |  |
| <b>Type of Transaction:</b>   | G2B - Government to Business                                |  |  |
| <b>Who may avail:</b>   | All duly registered enterprises doing business in the PPFZ. |  |  |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   | <b>WHERE TO SECURE</b>   |  |
| 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"><li>• Commercial Invoice or its equivalent – one (1) original copy, three (3) photocopies</li><li>• Packing List – one (1) original copy, three (3) photocopies</li><li>• Purchase Order– one (1) original copy, three (3) photocopies</li><li>• Commodity Clearance from the Government Agency involved – one (1) original copy, three (3) photocopies</li><li>• Boat Note – one (1) original copy, three (3) photocopies</li><li>• Letter of Authorization for the Representative/Agent handling the shipment – one (1) original copy, three (3) photocopies</li></ul> |   | Client availing of the service<br><br>Client availing of the service<br><br>Client availing of the service<br><br>Client availing of the service<br><br>Client availing of the service<br><br>Client availing of the service |  |
| 4. For Re-Export: <ul style="list-style-type: none"><li>• Commercial Invoice or its equivalent – one (1) original copy, three (3) Photocopies</li><li>• Packing List – one (1) original copy, three (3) photocopies</li><li>• Approved re-export letter from the Bureau of Customs – one (1) original copy, three (3) photocopies</li></ul>   |   | Client availing of the service<br><br>Client availing of the service<br><br>Bureau of Customs  |  |



PORO POINT MANAGEMENT CORPORATION

| <ul style="list-style-type: none"> <li>• Import documents (single administrative declaration, invoice, tally sheet, bill of lading) – one (1) original copy, three (3) photocopies</li> <li>• Clearance/permit from other government agencies (if necessary) – one (1) original copy, three (3) photocopies</li> </ul> |   | Client availing of the service                       |                 |  |
|--|---|--|-----------------|--|
| 5. 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. 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><br>Enterprise Regulations Division<br><br><i>Environment &amp; Safety Officer</i><br>Environmental Management and Health Services Division<br><br><i>Enterprise Regulations Assistant</i><br>Enterprise Regulations Division |
|  | 1.1 Receive and review completeness of submitted documents and endorse for approval to authorized signatories | None   | 15 minutes      | <i>Enterprise Regulations Officer</i><br>Enterprise Regulations Division<br><br><i>Environment &amp; Safety Officer</i><br>Environmental Management and Health Services Division<br><br><i>Enterprise Regulations Assistant</i><br>Enterprise Regulations Division |



PORO POINT MANAGEMENT CORPORATION

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|   | 1.2 Review documents, approve and sign the AEC.   | None | 4 hours    | <i>President and CEO</i><br>Office of the President and CEO<br><br><i>VP for Regulatory Services</i><br>Office for Regulatory Services   |
|   | 1.3 Release duly approved AEC.  | None | 10 minutes | <i>Enterprise Regulations Officer</i><br>Enterprise Regulations Division<br><br><i>Environment &amp; Safety Officer</i><br>Environmental Management and Health Services Division<br><br><i>Enterprise Regulations Assistant</i><br>Enterprise Regulations Division |
| 2. Submit duly approved AEC to the Bureau of Customs for revalidation.  | 2. Receive duly approved AEC  | None | 5 minutes  | Bureau of Customs  |
| 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><br>Enterprise Regulations Division<br><br><i>Environment &amp; Safety Officer</i><br>Environmental Management and Health Services Division<br><br><i>Enterprise Regulations Assistant</i><br>Enterprise Regulations Division |



PORO POINT MANAGEMENT CORPORATION

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| 4. Inform Joint Inspection Team (*) of the date and time of arrival of articles at CCA | 4. Inspect articles vis-à-vis supporting documents<br><br>Sign and issue Clearance | None        | 3 hours              | <i>Joint Inspection Team</i><br>* Joint Inspection Team<br>- Bureau of Customs Representative<br>- Enterprise Regulations Office Representative<br>- Security & Safety Office Representative |
|  | 4.1 Release articles and escort to destination.                                    | None        | 10 minutes           | <i>Security Officer</i><br>Zone Security and Public Safety   |
|  | <b>TOTAL</b>   | <b>None</b> | <b>1 working day</b> |  |

## 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.

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

PPMC  
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|   |  |      |           |   |
|---|--|------|-----------|---|
| 1. File application for Gate Pass. Hence, all articles/ equipment bound for the PPFZ Registered Enterprise shall be substantiated with the nomenclature/ description of the same; while articles/ equipment brought out from the PPFZ Registered Enterprise shall be confirmed by a gate pass or authorization/ certification from the PPFZ Registered Enterprise | 1. Brief applicant of the service<br><br>Receive and evaluate the application together with the supporting documents | None | 2 minutes | <i>Enterprise Regulations Officer</i><br>Enterprise Regulations Division<br><br><i>Environment &amp; Safety Officer</i><br>Environmental Management and Health Services Division<br><br><i>Enterprise Regulations</i><br><br><i>Assistant Enterprise Regulations Division</i> |
| 2. Submit duly accomplished gate pass.  | 2. Receive duly accomplished gate pass and endorse for evaluation.   | None | 3 minutes | <i>Enterprise Regulations Officer</i><br>Enterprise Regulations Division<br><br><i>Environment &amp; Safety Officer</i><br>Environmental Management and Health Services Division<br><br><i>Enterprise Regulations Assistant</i><br>Enterprise Regulations Division            |

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PORO POINT MANAGEMENT CORPORATION

|                        |   |                            |           |  |
|------------------------|---|----------------------------|-----------|--|
|                        | 2.1 Validate document, affix signature, and recommend approval of authorized signatory. | None                       | 5 minutes | <i>Enterprise Regulations Officer</i><br>Enterprise Regulations Division<br><br><i>Environment &amp; Safety Officer</i><br>Environmental Management and Health Services Division<br><br><i>Enterprise Regulations Assistant</i><br>Enterprise Regulations Division |
|                        | 2.2 Review document and approve application   | None                       | 5 minutes | <i>VP for Regulatory Services</i><br>Office for Regulatory Services<br><br><i>Enterprise Regulations Officer</i><br>Enterprise Regulations Division<br><br><i>Enterprise Regulations Assistant</i><br>Enterprise Regulations Division                              |
| 3. Pay processing fee. | 3. Collect regulatory fees and issue official receipt.                                  | Processing Fee – Php100.00 | 5 minutes | <i>Enterprise Regulations Officer</i><br>Enterprise Regulations Division<br><br><i>Environment &amp; Safety Officer</i><br>Environmental Management and Health Services Division<br><br><i>Enterprise Regulations Assistant</i><br>Enterprise Regulations Division |



PORORO POINT MANAGEMENT CORPORATION

|  |   |                  |                   |   |
|--|---|------------------|-------------------|---|
|  | 4.2 Inspect articles/<br>equipment.<br><br>Release<br>articles/<br>equipment. | None             | 5 minutes         | Enterprise<br>Regulations<br>Officer<br>Enterprise<br>Regulations<br>Division<br><br>Environment &<br>Safety Officer<br>Environmental<br>Management and<br>Health Services<br>Division<br><br>Enterprise<br>Regulations<br>Assistant<br>Enterprise<br>Regulations<br>Division |
|  | <b>TOTAL</b>  | <b>PhP100.00</b> | <b>25 minutes</b> |   |

## 11. Issuance of Certified True Copy of permit(s) issued at the 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 Enterprise may need.

|  |  |                                |                        |  |
|--|--|--------------------------------|------------------------|--|
| <b>Office or Division:</b>   | Office for Regulatory Services - Enterprise Regulations  |                                |                        |  |
| <b>Classification:</b>   | Simple   |                                |                        |  |
| <b>Type of Transaction:</b>  | G2B - Government to Business   |                                |                        |  |
| <b>Who may avail:</b>  | All suppliers/ contractors/ service providers/ consultants of duly registered/accredited enterprise in the PPFZ. |                                |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>   |  | <b>WHERE TO SECURE</b>         |                        |  |
| 1. Copy of permit(s) to be certified – number of copies depending on the request of the client   |  | Client availing of the service |                        |  |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>         | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>  |
| 1. Provide copy of permit issued by PPMC for authentication or request for a Certified True Copy | 1. Brief applicant of the service<br>Receive and evaluate the application together with the                      | None                           | 4 minutes              | Enterprise<br>Regulations<br>Officer<br>Enterprise<br>Regulations<br>Division<br><br>Enterprise<br>Regulations |





PORO POINT MANAGEMENT CORPORATION

|                        |   |                                    |            |  |
|------------------------|---|------------------------------------|------------|--|
|                        | copy of permit to be certified.   |                                    |            | <i>Assistant<br/>Enterprise<br/>Regulations<br/>Division</i>   |
|                        | 1.1 Stamp the certification mark in the permit and secure approval/ signature from authorized PPMC Official | None                               | 10 minutes | <i>Enterprise<br/>Regulations<br/>Officer<br/>Enterprise<br/>Regulations<br/>Division</i><br><br><i>Enterprise<br/>Regulations<br/>Assistant<br/>Enterprise<br/>Regulations<br/>Division</i>   |
|                        | 1.2 Sign the permit to be certified as true copy  | None                               | 10 minutes | <i>President and<br/>CEO<br/>Office of the<br/>President and<br/>CEO</i><br><br><i>VP for<br/>Regulatory<br/>Services<br/>Office for<br/>Regulatory<br/>Services</i>   |
| 2. Pay processing fee. | 2. Collect regulatory fees and issue official receipt.  | Processing Fee – PhP50.00 per page | 4 minutes  | <i>Enterprise<br/>Regulations<br/>Officer<br/>Enterprise<br/>Regulations<br/>Division</i><br><br><i>Environment and<br/>Safety<br/>Officer<br/>Environmental<br/>Management and<br/>Health<br/>Services</i><br><br><i>Enterprise<br/>Regulations<br/>Assistant<br/>Enterprise<br/>Regulations<br/>Division</i> |

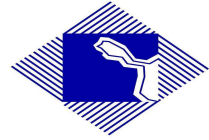
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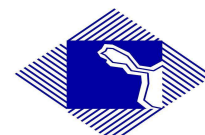
|   |  |   |                   |  |
|---|--|---|-------------------|--|
| 3. Receive duly certified true copy of the permit | 3. Issue the certified true copy of the permit requested | None                                      | 2 minutes         | <i>Enterprise Regulations Officer</i><br>Enterprise Regulations Division<br><br><i>Environment &amp; Safety Officer</i><br>Environmental Management and Health Services Division<br><br><i>Enterprise Regulations Assistant</i><br>Enterprise Regulations Division |
|   | <b>TOTAL</b>   | <b>Processing Fee – PhP50.00 per page</b> | <b>30 minutes</b> |  |

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PORO POINT MANAGEMENT CORPORATION

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



PORORO POINT MANAGEMENT CORPORATION

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

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

|   |   |   |                        |   |
|---|---|---|------------------------|---|
| <b>Office or Division:</b>  | Office for Regulatory Services - Environmental Management and Health Services   |   |                        |   |
| <b>Classification:</b>  | Simple  |   |                        |   |
| <b>Type of Transaction:</b>   | G2B - Government to Business  |   |                        |   |
| <b>Who may avail:</b>   | Any person, firm, association, partnership, corporation or any form of business organization to be registered to do business in the PPFZ. |   |                        |   |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   | <b>WHERE TO SECURE</b>  |                        |   |
| 1. Request Letter – one (1) original copy   |   | Client availing of the service  |                        |   |
| 2. Project Description Report (PDR) – one (1) original copy   |   | Department of Environment and Natural Resources through the Environmental Management Bureau (DENR-EMB) Region I |                        |   |
| 3. Environmental Performance Report and Management Report (EPRMR) or Environmental Impact Statement (EIS) – one (1) original copy |   | Department of Environment and Natural Resources through the Environmental Management Bureau (DENR-EMB) Region I |                        |   |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b>  | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>   |
| 1. Submits request letter including the PDR, IEE, EPRMP or EIS  | 1. Provide the client with a briefing on the service and its requirements   | None  | 1 hour                 | <i>Environment and Safety Officer</i><br>Environmental Management and Health Services<br><br><i>Nurse</i><br>Environmental Management and Health Services |
| 2. If incomplete, submit additional information   | 2. Receive from the client complete requirements.   | None  | 1 hour                 | <i>Environment and Safety Officer</i><br>Environmental Management and Health Services<br><br><i>Nurse</i><br>Environmental Management and Health Services |
|   | 2.1 Review and Verify information / data submitted  | None  | 5 hours                | <i>Environment and Safety Officer</i>   |



PORORO POINT MANAGEMENT CORPORATION

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

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

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

|                             |   |
|-----------------------------|---|
| <b>Office or Division:</b>  | Office for Regulatory Services - Environmental Management and Health Services   |
| <b>Classification:</b>      | Simple  |
| <b>Type of Transaction:</b> | G2B - Government to Business  |
| <b>Who may avail:</b>       | Any person, firm, association, partnership, corporation or any form of business organization to be registered to do business in the PPFZ. |



PORORO POINT MANAGEMENT CORPORATION

| CHECKLIST OF REQUIREMENTS   |   | WHERE TO SECURE             |                 |   |
|---|---|-----------------------------|-----------------|---|
| 1. Request letter – one (1) original copy   |   | Client availing the service |                 |   |
| 2. Site development plan indicating the exact location of trees – one (1) original copy |   | Client availing the service |                 |   |
| 3. Tree inventory – one (1) original copy   |   | Client availing the service |                 |   |
| 4. Photos of Trees affected – one (1) original copy                                     |   | Client availing the service |                 |   |
| CLIENT STEPS  | AGENCY ACTIONS  | FEES TO BE PAID             | PROCESSING TIME | PERSON RESPONSIBLE  |
| 1. Submits request letter including the needed requirements                             | 1. Provide the client with a briefing on the service and its requirements | None                        | 1 hour          | <i>Environment and Safety Officer</i><br>Environmental Management and Health Services<br><br><i>Nurse</i><br>Environmental Management and Health Services |
| 2. If incomplete, submit additional information   | 2. Receive from the client complete requirements                          | None                        | 1 hour          | <i>Environment and Safety Officer</i><br>Environmental Management and Health Services<br><br><i>Nurse</i><br>Environmental Management and Health Services |
|   | 2.1 Review and Verify information / data submitted                        | None                        | 5 hours         | <i>Environment and Safety Officer</i><br>Environmental Management and Health Services<br><br><i>Nurse</i><br>Environmental Management and Health Services |



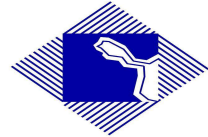
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|   |  |             |                       |   |
|---|--|-------------|-----------------------|---|
|   | 2.2 Evaluate Application               | None        | 2 days                | <i>Environment and Safety Officer</i><br>Environmental Management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

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

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

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

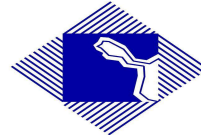


PORORO POINT MANAGEMENT CORPORATION

| CLIENT STEPS  | AGENCY ACTIONS   | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE  |
|---|--|-----------------|-----------------|---|
| 1. Issuance of the Annual Medical Report Checklist (AMRC) and Annual Medical Report Form. | 1. Receive checklist and form<br><br>Provide the employees with a briefing in the accomplishing the AMRC | None            | 3 hours         | <i>Environment and Safety Officer</i><br>Environmental Management and Health Services<br><br><i>Nurse</i><br>Environmental Management and Health Services |
|   | 1.1 Collection and consolidation of accomplished AMRC  | None            | 3 days          | <i>Environment and Safety Officer</i><br>Environmental Management and Health Services<br><br><i>Nurse</i><br>Environmental Management and Health Services |
|   | 1.2 Accomplish the Annual Medical Report Form (AMRF) from DOLE R1  | None            | 3 hours         | <i>Environment and Safety Officer</i><br>Environmental Management and Health Services<br><br><i>Nurse</i><br>Environmental Management and Health Services |
|   | 1.3 Review and evaluate the AMR  | None            | 3 days          | <i>Environment and Safety Officer</i><br>Environmental Management and Health Services<br><br><i>Nurse</i><br>Environmental Management and Health Services |
|   | 1.4 Sign the AMRF  | None            | 30 minutes      | <i>Vice President for HR &amp; Administration</i><br>Office for HR and Administration<br><br><i>Nurse</i><br>Environmental Management and Health Services |

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PORORO POINT MANAGEMENT CORPORATION

|  |                          |             |                       |   |
|--|--------------------------|-------------|-----------------------|---|
| 2. Receive duly signed Annual Medical Report | 2. Submit the signed AMR | None        | 1 hour and 30 minutes | <i>Environment and Safety Officer</i><br>Environmental Management and Health Services<br><br><i>Nurse</i><br>Environmental Management and Health Services |
|  | <b>TOTAL</b>             | <b>None</b> | <b>7 Working Days</b> |   |

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

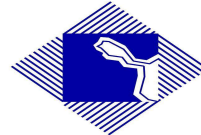
Assist DOLE Region 1 in ensuring the compliance of Locators with Occupational Safety and Health Standards

|   |   |  |                        |   |
|---|---|--|------------------------|---|
| <b>Office or Division:</b>                | Office for Regulatory Services - Environmental Management and Health Services   |  |                        |   |
| <b>Classification:</b>                    | Highly Technical  |  |                        |   |
| <b>Type of Transaction:</b>               | G2G - Government to Government  |  |                        |   |
| <b>Who may avail:</b>                     | Department of Labor and Employment (DOLE) Region 1  |  |                        |   |
| <b>CHECKLIST OF REQUIREMENTS</b>          |   | <b>WHERE TO SECURE</b>                             |                        |   |
| 1. Request letter – one (1) original copy |   | Department of Labor and Employment (DOLE) Region 1 |                        |   |
| <b>CLIENT STEPS</b>                       | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b>                             | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>   |
| 1. Submit Request letter                  | 1. Receive letter and inform Locators for the compliance and Quarterly inspection of Occupational Safety and Health Standards | None   | 1 day                  | <i>Environment and Safety Officer</i><br>Environmental Management and Health Services<br><br><i>Nurse</i><br>Environmental Management and Health Services |



PORO POINT MANAGEMENT CORPORATION

|  |  |      |         |  |
|--|--|------|---------|--|
|  | 1.1 Prepare the inspection checklist             | None | 3 hours | <i>Environment and Safety Officer</i><br>Environmental Management and Health Services<br><br><i>Nurse</i><br>Environmental Management and Health Services  |
|  | 1.2 Conduct quarterly inspection                 | None | 7 days  | <i>Environment and Safety Officer</i><br>Environmental Management and Health Services<br><br><i>Nurse</i><br>Environmental Management and Health Services  |
|  | 1.3 Fill-up the inspection checklist             | None | 4 hours | <i>Environment and Safety Officer</i><br>Environmental Management and Health Services<br><br><i>Nurse</i><br>Environmental Management and Health Services  |
|  | 1.4 Evaluate and review the inspection checklist | None | 5 days  | <i>VP for Regulatory Services</i><br>Office for Regulatory Services<br><br><i>Environment and Safety Officer</i><br>Environmental Management and Health Services<br><br><i>Nurse</i><br>Environmental Management and Health Services |



PORO POINT MANAGEMENT CORPORATION

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

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

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

|                                  |   |                        |                        |                           |
|----------------------------------|---|------------------------|------------------------|---------------------------|
| <b>Office or Division:</b>       | Office for Regulatory Services - Environmental Management and Health Services |                        |                        |                           |
| <b>Classification:</b>           | Simple  |                        |                        |                           |
| <b>Type of Transaction:</b>      | G2B - Government to Business  |                        |                        |                           |
| <b>Who may avail:</b>            | Stakeholders and Employees inside the Poro Point Freeport Zone                |                        |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b> |   | <b>WHERE TO SECURE</b> |                        |                           |
| No Documentary Requirements      |   | Not Applicable         |                        |                           |
| <b>CLIENT STEPS</b>              | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |

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PORO POINT MANAGEMENT CORPORATION

|                               |   |      |         |   |
|-------------------------------|---|------|---------|---|
| 1. Inform PPMC Representative | 1. Receive verbal request of Stakeholders or Employees                              | None | 1 hour  | <i>Environment and Safety Officer</i><br>Environmental Management and Health Services<br><br><i>Nurse</i><br>Environmental Management and Health Services |
|                               | 1.1 Get the necessary information regarding on the medical condition of the patient | None | 1 hour  | <i>Environment and Safety Officer</i><br>Environmental Management and Health Services<br><br><i>Nurse</i><br>Environmental Management and Health Services |
|                               | 1.2 Coordinate / call the hospital or medical specialist for medical consultation.  | None | 2 hours | <i>Environment and Safety Officer</i><br>Environmental Management and Health Services<br><br><i>Nurse</i><br>Environmental Management and Health Services |
|                               | 1.3 Ambulance coordination for the transportation of the patient if needed.         | None | 1 hour  | <i>Environment and Safety Officer</i><br>Environmental Management and Health Services<br><br><i>Nurse</i><br>Environmental Management and Health Services |
|                               | 1.4 Transport patient to the chosen health care facility.                           | None | 1 hour  | <i>Environment and Safety Officer</i><br>Environmental Management and Health Services<br><br><i>Nurse</i><br>Environmental Management and Health Services |



PORO POINT MANAGEMENT CORPORATION

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

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

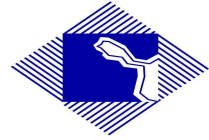
Emergency Response to incidents within the Poro Point Freeport Zone

|  |   |  |                        |   |
|--|---|--|------------------------|---|
| <b>Office or Division:</b>                         | Office for Regulatory Services - Environmental Management and Health Services   |  |                        |   |
| <b>Classification:</b>                             | Simple  |  |                        |   |
| <b>Type of Transaction:</b>                        | G2B - Government to Business  |  |                        |   |
| <b>Who may avail:</b>                              | Stakeholders and Employees inside the Poro Point Freeport Zone                  |  |                        |   |
| <b>CHECKLIST OF REQUIREMENTS</b>                   |   | <b>WHERE TO SECURE</b>   |                        |   |
| 1. Incident Report – one (1) original copy         |   | Client availing the service  |                        |   |
| 2. Emergency Response Form – one (1) original copy |   | PPMC Customs Clearance Area – Environmental Management & Health Services |                        |   |
| <b>CLIENT STEPS</b>                                | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b>   | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>   |
| 1. Report the incident                             | 1. Receive incident report and get necessary information regarding the incident | None   | 1 minute               | <i>Environment and Safety Officer</i><br>Environmental Management and Health Services<br><br><i>Nurse</i><br>Environmental Management and Health Services |



PORORO POINT MANAGEMENT CORPORATION

|  |  |             |                              |   |
|--|--|-------------|------------------------------|---|
|  | 1.1 Emergency Response Team mobilize and respond                               | None        | 3 minutes                    | <i>Environment and Safety Officer</i><br>Environmental Management and Health Services<br><br><i>Nurse</i><br>Environmental Management and Health Services |
|  | 1.2 Assessment and administer first aid of the victim before transporting      | None        | 3 minutes                    | <i>Environment and Safety Officer</i><br>Environmental Management and Health Services<br><br><i>Nurse</i><br>Environmental Management and Health Services |
|  | 1.3 Transport patient to the nearest health care facility, if necessary.       | None        | 5 minutes (nearest hospital) | <i>Environment and Safety Officer</i><br>Environmental Management and Health Services<br><br><i>Nurse</i><br>Environmental Management and Health Services |
|  | 1.4 Endorse the patient to the chosen health care facility.                    | None        | 2 minutes                    | <i>Environment and Safety Officer</i><br>Environmental Management and Health Services<br><br><i>Nurse</i><br>Environmental Management and Health Services |
|  | 1.5 Record the patient's care and management done at the health care facility. | None        | 3 minutes                    | <i>Environment and Safety Officer</i><br>Environmental Management and Health Services<br><br><i>Nurse</i><br>Environmental Management and Health Services |
|  | <b>TOTAL</b>   | <b>None</b> | <b>17 minutes</b>            |   |



PORO POINT MANAGEMENT CORPORATION

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



PORO POINT MANAGEMENT CORPORATION

## 1. Provision of Emergency Response

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

| <b>Office or Division:</b>   | Office for Regulatory Services - Zone Security and Public Safety  |                                |                   |   |
|--|---|--------------------------------|-------------------|---|
| <b>Classification:</b>   | Simple  |                                |                   |   |
| <b>Type of Transaction:</b>  | G2G - Government to Government G2B<br>- Government to Business  |                                |                   |   |
| <b>Who may avail:</b>  | 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 assistance/emergency response.<br><br>Ask for direction/location<br>Locates<br>Office/Department concerned or see personnel concerned.                            | 1. Gets details, calls from concerned office/personnel.   | None                           | 2 minutes         | Senior Security Officer<br>Zone Security and Public Safety<br><br>Security Officer<br>Zone Security and Public Safety |
|  | 1.1 Provide the needed emergency response like nurse, ambulance and bring affected person/s to the nearest hospital if necessary. | None                           | 8 minutes         | Senior Security Officer<br>Zone Security and Public Safety<br><br>Security Officer<br>Zone Security and Public Safety |
| <b>TOTAL</b>   |   | <b>None</b>                    | <b>10 Minutes</b> |   |

## 2. Conduct of Incident Investigation

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

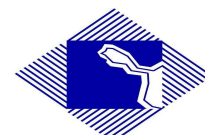
|                            |  |
|----------------------------|--|
| <b>Office or Division:</b> | Office for Regulatory Services - Zone Security and Public Safety |
| <b>Classification:</b>     | Simple   |





PORORO POINT MANAGEMENT CORPORATION

|  |   |                                |                        |   |
|--|---|--------------------------------|------------------------|---|
| <b>Type of Transaction:</b>  | G2G - Government to Government G2B<br>- Government to Business  |                                |                        |   |
| <b>Who may avail:</b>  | Any person, firm association, partners, corporation or any form of business organization regardless of nationality. |                                |                        |   |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   | <b>WHERE TO SECURE</b>         |                        |   |
| 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 |                        |   |
| <b>CLIENTS STEPS</b>   | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b>         | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>   |
| 1. Request for Incident Investigation/make inquiries.  | 1. Gets details, calls from concerned office/personnel.   | None                           | 5 minutes              | <i>Senior Security Officer</i><br>Zone Security and Public Safety<br><br><i>Security Officer</i><br>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><br>Zone Security and Public Safety<br><br><i>Security Officer</i><br>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><br>Zone Security and Public Safety<br><br><i>Security Officer</i><br>Zone Security and Public Safety |
| 4. Request for Incident Investigation  | 4. Conducts investigation of the Incident   | None                           | 4 hours                | <i>Senior Security Officer</i><br>Zone Security and Public Safety<br><br><i>Security Officer</i><br>Zone Security and Public Safety |
| 5. Gets Incident Investigation Report  | 5. Makes the needed Incident Investigation Report   | None                           | 3 hours 50 minutes     | <i>Senior Security Officer</i><br>Zone Security and Public Safety<br><br><i>Security Officer</i><br>Zone Security and Public Safety |
| <b>TOTAL</b>   |   | <b>None</b>                    | <b>1 Working Day</b>   |   |



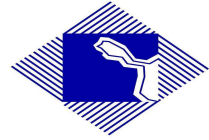
PORO POINT MANAGEMENT CORPORATION

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

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

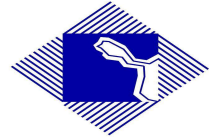
|   |  |                                 |                        |  |
|---|--|---------------------------------|------------------------|--|
| <b>Office or Division:</b>  | Office for Regulatory Services - Zone Security and Public Safety                                 |                                 |                        |  |
| <b>Classification:</b>  | Simple   |                                 |                        |  |
| <b>Type of Transaction:</b>   | G2G - Government to Government   |                                 |                        |  |
| <b>Who may avail:</b>   | Philippine National Police (PNP) and Other Government Agencies                                   |                                 |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>  |  | <b>WHERE TO SECURE</b>          |                        |  |
| 1. Request Form – one (1) original copy   |  | PPMC Security Operations Center |                        |  |
| 2. Seaport Monitoring Reports/Inbound and Outbound Tally Sheet                        |  | PPMC Security Operations Center |                        |  |
| <b>CLIENTS STEPS</b>  | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>          | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                                  |
| 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.<br><br>Issue request form. | None                            | 2 minutes              | <i>Security Officer</i><br>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><br>Zone Security and Public Safety |
|   | 1.2 Prepare and print the document requested.  | None                            | 10 minutes             | <i>Security Officer</i><br>Zone Security and Public Safety |
| 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><br>Zone Security and Public Safety |
| <b>TOTAL</b>  |  | <b>None</b>                     | <b>17 minutes</b>      |  |

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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.

|   |  |  |                        |  |
|---|--|--|------------------------|--|
| <b>Office or Division:</b>  | Office for Regulatory Services - Zone Security and Public Safety   |  |                        |  |
| <b>Classification:</b>  | Complex  |  |                        |  |
| <b>Type of Transaction:</b>   | G2G - Government to Government   |  |                        |  |
| <b>Who may avail:</b>   | Office for HR and Administration and other PPMC Offices  |  |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>  |  | <b>WHERE TO SECURE</b>   |                        |  |
| 1. Written Request for Background Investigation – one (1) original copy |  | Office for HR and Administration and other Requesting PPMC Offices |                        |  |
| <b>CLIENTS STEPS</b>  | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>   | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>  |
| 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</i> Zone Security and Public Safety  |
|   | 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</i> Zone Security and Public Safety |
|   | 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</i> Zone Security and Public Safety |



PORO POINT MANAGEMENT CORPORATION

|  |  |             |                       |                                 |
|--|--|-------------|-----------------------|---------------------------------|
|  | 1.3 Make Background Investigation Report to be signed by                                       | None        | 1 day                 | Senior Security Officer         |
|  | Director and VP for Regulatory Services then submit to HR Admin or the Office requesting such. |             |                       | Zone Security and Public Safety |
|  | <b>TOTAL</b>   | <b>None</b> | <b>3 Working Days</b> |                                 |

## 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.

|   |  |  |                        |  |
|---|--|--|------------------------|--|
| <b>Office or Division:</b>  | Office for Regulatory Services - Zone Security and Public Safety                                 |  |                        |  |
| <b>Classification:</b>  | Simple   |  |                        |  |
| <b>Type of Transaction:</b>   | G2G - Government to Government   |  |                        |  |
| <b>Who may avail:</b>   | Office of the President and CEO  |  |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>  |  | <b>WHERE TO SECURE</b>   |                        |  |
| 1. Letter of Request/ Memo/Notice/Instruction from the Office of the PPMC 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 |                        |  |
| <b>CLIENTS STEPS</b>  | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>   | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                                |
| 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              | Security Officer on Duty Zone Security and Public Safety |
|   | 1.1 Log the letter/incoming communication in the Security Office logbook for recording purposes. | None   | 2 minutes              | Security Officer on Duty Zone Security and Public Safety |

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|  |  |      |               |  |
|--|--|------|---------------|--|
|  | 1.2 Endorsement of said communication to the Senior Security Officer for proper action.  | None | 5 minutes     | <i>Security Officer on Duty</i> Zone Security and Public Safety  |
|  | 1.3 Meeting with Security Officers for the overall   | None | 2 hours       | <i>Senior Security Officer</i>   |
|  | evaluation of guards' performance duty, skills, bearing, tardiness, completeness of uniform, etc.  |      |               | Zone Security and Public Safety  |
|  | 1.4 Check with Security Officers and Detachment Commander if equipment (vehicles, firearms and radios) are complete and functional and in compliance to the TOR of the contract entered into between PPMC and the security service provider. | None | 2 hours       | <i>Senior Security Officer</i><br>Zone Security and Public Safety  |
|  | 1.5 Interview with security guards if their salaries, bonus, other benefits and government remittances are paid and received on time.  | None | 1 working day | <i>Senior Security Officer</i><br>Zone Security and Public Safety<br><br><i>Security Officer on Duty</i> Zone Security and Public Safety |



PORO POINT MANAGEMENT CORPORATION

|  |  |             |  |  |
|--|--|-------------|--|--|
|  | 1.6 Check Monthly Accomplishment Report of the Security Provider | None        | 1 hour                                       | <i>Senior Security Officer</i><br>Zone Security and Public Safety<br><br><i>Security Officer on Duty</i> Zone Security and Public Safety |
|  | 1.7 Check List of Violation of Security Guards                   | None        | 1 hour                                       | <i>Senior Security Officer</i> Zone Security and Public Safety<br><br><i>Security Officer on Duty</i> Zone Security and Public Safety    |
|  | 1.8 Prepare the Performance Evaluation Report                    | None        | 3 hours                                      | <i>Senior Security Officer</i><br>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  |
|  | <b>TOTAL</b>   | <b>None</b> | <b>2 Working Days, 1 Hour and 15 minutes</b> |  |

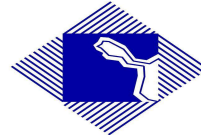
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PORO POINT MANAGEMENT CORPORATION

## **Office for Airport Management External Services**





PORO 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.

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



PORORO POINT MANAGEMENT CORPORATION

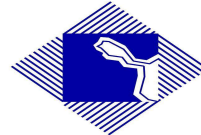
|              |   |             |                      |   |
|--------------|---|-------------|----------------------|---|
|              | 2.1 Endorse to ATC and wait for approval  | None        | 30 minutes           | Ground Operations Officer or Duty Officer of the Day<br>Office of Airport Management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

## 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.

|                            |                               |
|----------------------------|-------------------------------|
| <b>Office or Division:</b> | Office for Airport Management |
| <b>Classification:</b>     | Simple                        |



PORORO POINT MANAGEMENT CORPORATION

|   |  |  |                        |   |
|---|--|--|------------------------|---|
| <b>Type of Transaction:</b>   | G2B – Government to Businesses and G2G – Government to Government  |  |                        |   |
| <b>Who may avail:</b>   | 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. |  |                        |   |
| <b>CHECKLIST OF REQUIREMENTS</b>  |  | <b>WHERE TO SECURE</b>                 |                        |   |
| 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 |                        |   |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>                 | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>   |
| 1. Client to proceed to San Fernando Airport Operations Office<br><br>(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                   | Ground Handling Officer<br>or<br>Duty Officer of the Day<br>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<br><br>Approval of the accomplished form   | None                                   | 15 minutes             | Ground Handling Officer<br>or<br>Duty Officer of the Day<br>Office for Airport Management |
|   | 2.2 Notify the Air Traffic Controller through call for approval  | None                                   | 2 minutes              | Ground Handling Officer<br>or<br>Duty Officer of the Day<br>Office for Airport Management |

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|  |   |             |               |  |
|--|---|-------------|---------------|--|
|  | 2.3 Approval of the Air Traffic Controller  | None        | 35 minutes    | <i>Air Traffic Controller</i><br>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><br>or<br><i>Duty Officer of the Day</i><br>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<br><br>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><br>Gate or entrance of the airport's apron  |
| <b>TOTAL</b>   |   | <b>None</b> | <b>1 hour</b> |  |

### 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



PORORO POINT MANAGEMENT CORPORATION

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.

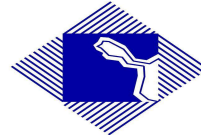
|   |   |  |                        |  |
|---|---|--|------------------------|--|
| <b>Office or Division:</b>  | Office for Airport Management   |  |                        |  |
| <b>Classification:</b>  | Simple  |  |                        |  |
| <b>Type of Transaction:</b>   | G2B – Government to Businesses and G2G – Government to Government   |  |                        |  |
| <b>Who may avail:</b>   | 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. |  |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   | <b>WHERE TO SECURE</b>                 |                        |  |
| 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 |                        |  |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b>                 | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>  |
| 1. Client to Proceed to San Fernando Airport Operations Office to submit duly accomplished Request Form<br>Or<br>Email duly accomplished Request Form to Ground Handling Officer/Terminal Operations Officer<br>(Note: This shall be done 7 days prior to the Issuance of Notice to Airmen) | 1.Acknowledge the request   | None                                   | 5 minutes              | <i>Terminal Operations Officer</i><br>Office for Airport Management<br><br><i>Ground Handling Officer</i><br>Office for Airport Management |



PORO POINT MANAGEMENT CORPORATION

|  |  |      |            |  |
|--|--|------|------------|--|
|  | 2. Accomplish Form CAAP/AIS/OP-01 F004 Version 1.2. ( <a href="http://ats.caap.gov.ph/FORMS/AIPAF_rev2.pdf">http://ats.caap.gov.ph/FORMS/AIPAF_rev2.pdf</a> )<br>Endorse to VP for Airport Management for Approval | None | 1 hour     | <i>Terminal Operations Officer</i><br>Office for Airport Management<br><br><i>Ground Handling Officer</i><br>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><br>Office for Airport Management  |
|  | 2.2 Endorse to CAAP Air Traffic Controller for Approval  | None | 1 hour     | <i>Terminal Operations Officer</i><br>Office for Airport Management<br><br><i>Ground Handling Officer</i><br>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><br>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><br>Office for Airport Management<br><br><i>Ground Handling Officer</i><br>Office for Airport Management |

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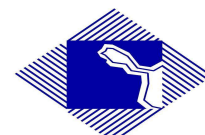
|              |   |             |                       |  |
|--------------|---|-------------|-----------------------|--|
|              | 2.5 Send a copy to AFPD (Airspace and Flight Procedure Design) and CADAS and wait for approval.   | None        | 5 minutes             | <i>Terminal Operations Officer</i><br>Office for Airport Management<br><br><i>Ground Handling Officer</i><br>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. ***<br><br>2.6 Receive the approved form from the Air Traffic Controller sent by CAAP Operations Center. |             | 2 Days                | <i>Terminal Operations Officer</i><br>Office for Airport Management<br><br><i>Ground Handling Officer</i><br>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><br>Office for Airport Management<br><br><i>Ground Handling Officer</i><br>Office for Airport Management |
| <b>TOTAL</b> |   | <b>None</b> | <b>2 days 4 hours</b> |  |

#### 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

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

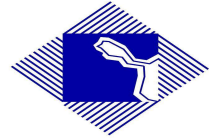




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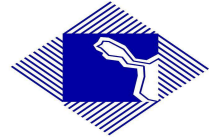
|              |  |             |                   |  |
|--------------|--|-------------|-------------------|--|
|              | 1.4 VP for Airport Management inform the Aircraft operator, inform CAAP-Aircraft | None        | 1 minute          | <i>VP for Airport Management San Fernando Airport</i>  |
|              | Accident Investigation Board   |             |                   | <i>Terminal Operations Officer San Fernando Airport</i>  |
|              | 1.5 Coordinate with Aviation Security Group and PPMC Security Officers           | None        | 1 minute          | <i>VP for Airport Management San Fernando Airport</i><br><br><i>Terminal Operations Officer San Fernando Airport</i> |
|              | 1.6 Secure the Incident/Accident Area<br><br>Preserve evidence                   | None        | 1 minute          | <i>Station Chief PNP - Aviation Security Group</i><br><br><i>Security Officer Zone Security and Public Safety</i>    |
| <b>TOTAL</b> |  | <b>None</b> | <b>11 Minutes</b> |  |

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# **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.

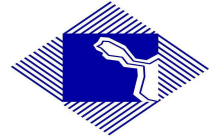
| <b>Office or Division:</b>  | Office for HR and Administration |                                       |
|---|----------------------------------|---------------------------------------|
| <b>Classification:</b>  | Simple                           |                                       |
| <b>Type of Transaction:</b>   | G2C – Government to Citizens     |                                       |
| <b>Who may avail:</b>   | 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        |



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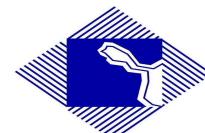
| 3. Updated Resume/Bio Data with latest 2x2 picture – one (1) original copy |   | Client availing of the service |                   |   |
|--|---|--------------------------------|-------------------|---|
| CLIENT STEPS   | AGENCY ACTIONS  | FEES TO BE PAID                | PROCESSING TIME   | PERSON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

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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.

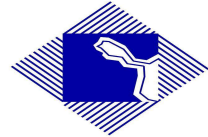
To establish and maintain hiring policies, requirements and procedures that shall attract, retain, and reward competent employees.

|  |   |                                  |                         |   |
|--|---|----------------------------------|-------------------------|---|
| <b>Office or Division:</b>   | Office for HR and Administration  |                                  |                         |   |
| <b>Classification:</b>   | Highly Technical  |                                  |                         |   |
| <b>Type of Transaction:</b>  | G2G – Government to Government  |                                  |                         |   |
| <b>Who may avail:</b>  | Office where there is a need for additional staff/replacement                             |                                  |                         |   |
| <b>CHECKLIST OF R EQUIREMENTS</b>  |   | <b>WHERE TO SECURE</b>           |                         |   |
| 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)           |   |                                  |                         |   |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b>           | <b>PROCESSIN G TIME</b> | <b>PERSON RESPONSIBLE</b>   |
| 1. Secure PSNL Form 2  | 1. Provide a briefing about the service and its requirements<br><br>1.1 Issue PSNL Form 2 | None                             | 5 minutes               | <i>HR Assistant</i><br>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><br>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><br>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><br>Office of the President & CEO                           |



PORORO POINT MANAGEMENT CORPORATION

|   |  |      |                         |   |
|---|--|------|-------------------------|---|
| 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><br>Office for HR and Administration |
|   | 5.1 Prepare an advertisement of Job Vacancy.   | None | 10 minutes              | <i>HR Officer</i><br>Office for HR and Administration   |
|   | <p>1.2 Post the prepared advertisement in the following:</p> <ul style="list-style-type: none"> <li>• Bulletin Boards of PPMC</li> <li>• Public Employment Service Offices:</li> <li>• Provincial Capitol</li> <li>• City Hall</li> <li>• DOLE</li> <li>• Radio Stations</li> <li>• PPFZ impacted barangays</li> <li>• Build Build Build Jobs Portal</li> <li>• Schools</li> </ul> <p><i>Advertisement shall be posted for 7 working days.</i></p> | None | 1 working day           | <i>HR Assistant</i><br>Office for HR and Administration |
|   | <p>5.3 Vice President for HR and Administration will organize a Selection Committee:</p> <p>This committee shall be composed of the following:</p> <p><input type="checkbox"/> For Heads of Offices:<br/>President and CEO; VP for HR and Administration</p>   | None | 5 minutes per applicant | <i>HR Assistant</i><br>Office for HR and Administration |



PORORO POINT MANAGEMENT CORPORATION

|                                       |   |      |  |   |
|---------------------------------------|---|------|--|---|
|                                       | <input type="checkbox"/> 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><br>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 | <p>3 minutes per applicant</p> <p>15 minutes</p> | <i>HR Assistant</i><br>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><br>Office for HR and Administration |





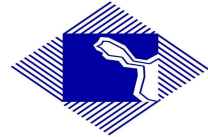
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|   |   |      |                          |   |
|---|---|------|--------------------------|---|
|   | <i>Concerned or its designated representative)</i>  |      |                          |   |
|   | 6.2 Conduct initial interview   | None | 10 minutes per applicant | <i>HR Officer</i><br>Office for HR and Administration   |
| 7. Check the examination  | 3. Consolidate the results of the examination and initial interview<br><br>Forward the results to the Head of Office Concerned and VP for HR and Administration           | None | 15 minutes per applicant | <i>HR Assistant</i><br>Office for HR and Administration |
| 4. Provide the schedule for the Panel Interview                                   | 8. Inform applicants regarding the schedule of Panel Interview<br><br>Prepare interview forms for the panel interview   | None | 3 minutes per applicant  | <i>HR Assistant</i><br>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><br>Office for HR and Administration |
|   | 9.1 Check the results of the hiring process.<br><br>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><br>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><br>Office for HR and Administration |



PORORO POINT MANAGEMENT CORPORATION

|  |   |      |                          |   |
|--|---|------|--------------------------|---|
|  | 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><br>Office for HR and Administration |
|  | 9.4 Conduct market study regarding the conduct of Pre-employment Medical Examination, Drug Testing and Psychological Examination<br><br>Prepare Purchase Request. | None | 1 working day            | <i>HR Assistant</i><br>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><br>Office for HR and Administration |



PORO POINT MANAGEMENT CORPORATION

|  |  |      |   |  |
|--|--|------|---|--|
|  | and<br>Psychological<br>Examination<br><br>Secure results<br>from the testing<br>center  |      | Depends on<br>the<br>availability of<br>results |  |
|  | 9.7 Consolidate the<br>results of the<br>Background<br>Check, Pre-<br>employment<br>Medical<br>Examination,<br>Drug Testing and<br>Psychological<br>Examination<br><br>Provide<br>consolidated<br>results to the<br>Selection<br>Committee | None | 10 minutes                                      | <i>HR Assistant</i><br>Office for HR and<br>Administration |
|  | 9.8 Transmit the<br>endorsement to<br>the Office of the<br>President and<br>CEO and secure<br>approval.  | None | 5 minutes                                       | <i>HR Officer</i><br>Office for HR and<br>Administration   |
|  | 9.9 Inform the<br>applicant<br>regarding the<br>schedule of Final<br>Interview   | None | 3 minutes                                       | <i>HR Assistant</i><br>Office for HR and<br>Administration |



PORORO POINT MANAGEMENT CORPORATION

|  |  |      |            |   |
|--|--|------|------------|---|
|  | 9.10 Prepare the Employment Contract/ Agreement and PSNL Form 3 and secure necessary signatures.<br><br>Recommend approval of Employment Contract/ Agreement and | None | 10 minutes | <i>HR Officer</i><br>Office for HR and Administration                               |
|  | 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><br>Office of the President & CEO                           |
|  | 9.12 Prepare orientation materials   | None | 1 hour     | <i>HR Officer</i><br>Office for HR and Administration                               |
|  | 9.13 Receive and check completeness of pre-employment requirements submitted   | None | 10 minutes | <i>HR Assistant</i><br>Office for HR and Administration                             |
|  | 9.14 Prepare and issue PSNL Form 1   | None | 5 minutes  | <i>HR Assistant</i><br>Office for HR and Administration                             |
|  | 9.15 Conduct orientation   | None | 1 hour     | <i>Vice President for HR and Administration</i><br>Office for HR and Administration |
|  | 9.16 Issue Employment Agreement, PSNL Form 3 and Job Description   | None | 5 minutes  | <i>HR Officer</i><br>Office for HR and Administration                               |



PORORO POINT MANAGEMENT CORPORATION

|  |   |             |                        |   |
|--|---|-------------|------------------------|---|
|  | 9.17 Introduce newly-hired employee to officers and staff<br><br>Endorse the newly-hired employee to his/her Head of Office | None        | 1 hour                 | <i>HR Assistant</i><br>Office for HR and Administration |
|  | 9.18 Prepare and File employee's File 201   | None        | 1 hour                 | <i>HR Assistant</i><br>Office for HR and Administration |
|  | <b>TOTAL:</b>   | <b>None</b> | <b>20 working days</b> |   |

## 2. Approval of Personnel Movement

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

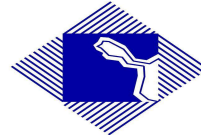
To ensure the systematic, timely and accurate processing, documentation and updating of changes in employment status of employees.

| <b>Office or Division:</b>  | Office for HR and Administration |                                  |                 |                    |
|---|----------------------------------|----------------------------------|-----------------|--------------------|
| <b>Classification:</b>  | Simple                           |                                  |                 |                    |
| <b>Type of Transaction:</b>   | G2G – Government to Government   |                                  |                 |                    |
| <b>Who may avail:</b>   | All PPMC Employees               |                                  |                 |                    |
| CHECKLIST OF REQUIREMENTS   |                                  | WHERE TO SECURE                  |                 |                    |
| PSNL Form 3 – Personnel Status Form (in triplicate copies)                                  |                                  | Office for HR and Administration |                 |                    |
| PSNL Form 23 – Performance Appraisal Form (1 copy)  |                                  | Office for HR and Administration |                 |                    |
| Memo from the Head of Office and HR regarding the Personnel Movement (in triplicate copies) |                                  |                                  |                 |                    |
| CLIENT STEPS  | AGENCY ACTIONS                   | FEES TO BE PAID                  | PROCESSING TIME | PERSON RESPONSIBLE |



PORORO POINT MANAGEMENT CORPORATION

|  |   |      |            |   |
|--|---|------|------------|---|
|  | 1. Identify employees who are due for personnel movements<br><br>At the start of the year, prepare a monitoring sheet of all employees who are due for personnel movements<br><br>(For regularization and Step Increase Only) | None | 1 hour     | HR Officer<br>Office for HR and Administration          |
|  | 1.1 Prepare 3 copies of Notice of Salary Adjustments (if applicable) and 3 copies of PSNL Form 3 reflecting the personnel movement  | None | 10 minutes | HR Assistant<br>Office for HR and Administration        |
|  | 1.2 Review Notice of Salary Adjustment (if applicable)  | None | 10 minutes | Vice President for<br>HR and Administration             |
|  | Review and sign PSNL Form 3   |      |            | Office for HR and Administration                        |
|  | 1.3 Review and sign PSNL Form 3, certify that funds are available to cover salaries   | None | 10 minutes | Finance Manager<br>Office for Finance                   |
|  | 1.4 Review and approve Notice of Salary Adjustment (if applicable) and PSNL Form 3  | None | 10 minutes | President and<br>CEO<br>Office of the President and CEO |
| 2. Sign and acknowledge Notice of Salary Adjustment or PSNL Form 3 | 2. Inform employee regarding approval of Notice of Salary Adjustment (if applicable) and PSNL Form 3  | None | 15 minutes | HR Assistant<br>Office for HR and Administration        |
|  | 2.1 Provide a copy of the PSNL Form 3 and Notice of Salary Adjustment to the employee-concerned and Office for Finance  | None | 15 minutes | HR Assistant<br>Office for HR and Administration        |



PORORO POINT MANAGEMENT CORPORATION

|  |  |             |                               |   |
|--|--|-------------|-------------------------------|---|
|  | 2.2 File a copy of the document in the employee's File 201 | None        | 10 minutes                    | <i>HR Assistant</i><br>Office for HR and Administration |
|  | <b>TOTAL:</b>  | <b>None</b> | <b>2 hours and 20 minutes</b> |   |

### 3. Preparation of Monthly Report on Attendance

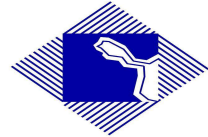
The Company expects from its employees exemplary work attendance and punctuality at all times.

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

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

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

|   |                                  |                                  |                 |                    |
|---|----------------------------------|----------------------------------|-----------------|--------------------|
| Office or Division:   | Office for HR and Administration |                                  |                 |                    |
| Classification:   | Simple                           |                                  |                 |                    |
| Type of Transaction:  | G2G – Government to Government   |                                  |                 |                    |
| Who may avail:  | All PPMC Employees               |                                  |                 |                    |
| CHECKLIST OF R EQUIREMENTS  |                                  | WHERE TO SECURE                  |                 |                    |
| PSNL Form 5 – Request for Overtime (in triplicate copies)   |                                  | Office for HR and Administration |                 |                    |
| PSNL Form 6 – Request for Compensatory Time ( in triplicate copies)   |                                  |                                  |                 |                    |
| PSNL Form 7a – Application for Leave of Absence for employees whose Salary Grade is 22 and below (in triplicate copies) |                                  |                                  |                 |                    |
| PSNL Form 7b – Application for Leave of Absence for employees whose Salary Grade is 23 and above (in triplicate copies) |                                  |                                  |                 |                    |
| Individual Daily Time Record (DTR) of employee (original DT R and duplicate copies of DTR)                              |                                  |                                  |                 |                    |
| Monthly Report on Tardiness (in duplicate copies)   |                                  |                                  |                 |                    |
| CLIENT STEPS  | AGENCY ACTIONS                   | FEES TO BE PAID                  | PROCESSING TIME | PERSON RESPONSIBLE |



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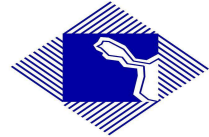
|  |  |             |               |   |
|--|--|-------------|---------------|---|
|  | 1. Verify overtime/compensatory time rendered using PSNL Form 5 and PSNL Form 6 respectively. Compare overtime and compensatory time rendered with the Daily Time Record (DTR) | None        | 5 minutes     | <i>HR Assistant</i><br>Office for HR and Administration |
|  | 1.1 Verify leave of absence using PSNL Form 7a or PSNL Form 7b. Compare leave of absence with the Daily Time Record (DTR)  | None        | 5 minutes     | <i>HR Assistant</i><br>Office for HR and Administration |
|  | 1.2 Verify tardiness of employees  | None        | 15 minutes    | <i>HR Assistant</i><br>Office for HR and Administration |
|  | 1.3 Prepare Monthly Report on Tardiness  | None        | 30 minutes    | <i>HR Assistant</i><br>Office for HR and Administration |
|  | 1.4 Submit Monthly Report on Tardiness to the Vice President for HR and Administration for notation  | None        | 5 minutes     | <i>HR Assistant</i><br>Office for HR and Administration |
|  | <b>TOTAL</b>   | <b>None</b> | <b>1 hour</b> |   |

#### 4. Approval of Request for Change of Work Schedule

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

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





PORORO POINT MANAGEMENT CORPORATION

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

|   |   |                                  |                        |   |
|---|---|----------------------------------|------------------------|---|
| <b>Office or Division:</b>  | Office for HR and Administration  |                                  |                        |   |
| <b>Classification:</b>  | G2G – Government to Government  |                                  |                        |   |
| <b>Type of Transaction:</b>   | Simple  |                                  |                        |   |
| <b>Who may avail:</b>   | All Employees   |                                  |                        |   |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   | <b>WHERE TO SECURE</b>           |                        |   |
| PSNL Form 4 – Change of Day Off/Work Schedule (in duplicate copies)   |   | Office for HR and Administration |                        |   |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b>           | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>   |
| 1. Fill out PSNL Form 4 in duplicate copies   | 1. Provide a briefing about the service and its requirements<br><br>Issue PSNL Form 4 | None                             | 5 minutes              | <i>HR Assistant</i><br>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><br>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><br>Office for HR and Administration                             |
|   | <b>TOTAL:</b>   | <b>None</b>                      | <b>15 minutes</b>      |   |

## 5. Approval of Overtime/Compensatory Time Request

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

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

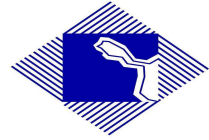


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|  |  |                                  |                 |  |
|--|--|----------------------------------|-----------------|--|
| Office or Division:  | Office for HR and Administration   |                                  |                 |  |
| Classification:  | Simple   |                                  |                 |  |
| Type of Transaction:   | G2G – Government to Government   |                                  |                 |  |
| Who may avail:   | All PPMC Employees   |                                  |                 |  |
| CHECKLIST OF R EQUIREMENTS   |  | 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       | Head of Office Concerned                           |
|  | 1.2 Fill out PSNL Form 5 for overtime or PSNL Form 6 for   | None                             | 4 minutes       | Head of Office Concerned                           |
|  | 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       | Head of Office Concerned                           |
|  | 1.4 Approve request for overtime/ compensatory time  | None                             | 5 minutes       | President and CEO<br>Office of the President & CEO |
|  | TOTAL:   | None                             | 15 minutes      |  |

## 6. Approval of Application for Leave of Absence

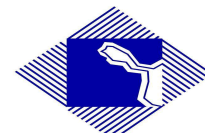
The Company shall extend leave benefits to qualified employees without diminution in their current earnings.



PORORO POINT MANAGEMENT CORPORATION

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.

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



PORO POINT MANAGEMENT CORPORATION

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

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

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

## 8. Participation in Public-Run Trainings for PPMC Employees

The development and retention of a competent work force is a primary concern of PPMC. The company shall ensure that a continuing program of career and personal development be established for all the employees at all

levels and shall create an environment or work climate conducive to the development of human resource knowledge, skills, abilities, attitudes and values for better service and performance.



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

|   |   |                                  |                   |  |
|---|---|----------------------------------|-------------------|--|
| Office or Division:                                       | Office for HR and Administration                                |                                  |                   |  |
| Classification:   | Simple  |                                  |                   |  |
| Type of Transaction:                                      | G2G – Government to Government                                  |                                  |                   |  |
| Who may avail:  | All PPMC Employees  |                                  |                   |  |
| CHECKLIST OF REQUIREMENTS                                 |   | WHERE TO SECURE                  |                   |  |
| PSNL Form 14 – Training Nomination (in triplicate copies) |   | Office for HR and Administration |                   |  |
| PSNL Form 15 – Training Report (in triplicate copies)     |   |                                  |                   |  |
| Training Effectiveness Report – one (1) original copy     |   |                                  |                   |  |
| CLIENT STEPS  | AGENCY ACTIONS  | FEES TO BE PAID                  | PROCESSING TIME   | PERSON RESPONSIBLE   |
|   | 1. Identify Public Run Human Resource Development (HRD) Program | None                             | 1 day and 4 hours | Head of Office Concerned<br><br>Vice President for HR and Administration<br>Office for HR and Administration |
|   | 1.1 Prepare PSNL Form 14  | None                             | 30 minutes        | Head of Office Concerned<br><br>Vice President for HR and Administration<br>Office for HR and Administration |
| 2. Sign conformity to submit PSNL Form 15                 | 2. Endorse PSNL Form 14 to the President and CEO                | None                             | 5 minutes         | HR Assistant<br>Office for HR and Administration   |
|   | 2.1 Approve PSNL Form 14  | None                             | 10 minutes        | President and CEO<br>Office of the President & CEO   |
|   | 2.2 Submit approved PSNL Form 14 to the Office for Finance      | None                             | 5 minutes         | HR Assistant<br>Office for HR and Administration   |



PORO POINT MANAGEMENT CORPORATION

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

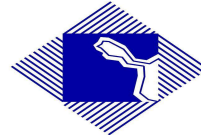
## 9. Conduct of In-House Trainings for PPMC Employees

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

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

|                                      |                                  |
|--------------------------------------|----------------------------------|
| <b>Office or Division:</b>           | Office for HR and Administration |
| <b>Classification:</b>               | Highly Technical                 |
| <b>Type of Transaction:</b>          | G2G – Government to Government   |
| <b>Who may avail:</b>                | All PPMC Employees               |
| <b>CHECKLIST OF REQUIREMENTS</b>     |                                  |
| <b>WHERE TO SECURE</b>               |                                  |
| Employee's Agreement (in triplicate) |                                  |

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| copies)   |  | Office for HR and Administration |                 |   |
|---|--|----------------------------------|-----------------|---|
| PSNL Form 15 – Training Report (in triplicate copies) |  |                                  |                 |   |
| Training Effectiveness Report – one (1) original copy |  |                                  |                 |   |
| CLIENT STEPS  | AGENCY ACTIONS   | FEES TO BE PAID                  | PROCESSING TIME | PERSON RESPONSIBLE  |
|   | 1. Identify In-house Training Program  | None                             | 4 hours         | <i>Vice President for HR and Administration</i><br>Office for HR and Administration |
|   | 1.1 Identify the participants and inform participants on the In-house Training Program                           | None                             | 4 hours         | <i>HR Officer</i><br>Office for HR and Administration                               |
|   | 1.2 Prepare Resource Requirements needed in the In-house Training Program  | None                             | 5 days          | <i>HR Officer</i><br>Office for HR and Administration                               |
|   | 1.3 Prepare Budget for the In-house Training Program   | None                             | 1 day           | <i>HR Officer</i><br>Office for HR and Administration                               |
|   | 1.4 Endorse the Inhouse Training Plan and Budget to the Finance Manager for Certification for Funds Availability | None                             | 4 hours         | <i>HR Assistant</i><br>Office for HR and Administration                             |
|   | 1.5 Certify Funds Availability   | None                             | 1 hour          | <i>Finance Manager</i><br>Office for Finance  |
| 2. Sign Employee’s Agreement                          | 2. Endorse the Inhouse Training Plan and Budget to the President and CEO   | None                             | 30 minutes      | <i>Vice President for HR and Administration</i><br>Office for HR and Administration |
|   | 2.1 Approve the Inhouse Training Plan  | None                             | 30 minutes      | <i>President and CEO</i><br>Office of the President & CEO                           |





PORORO POINT MANAGEMENT CORPORATION

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|--|---|-------------|---|---|
| 3. Attend the In-house training program and submit PSQL Form 15 in 3 copies to the President and CEO through the Vice President for HR and Administration and Head of Office concerned | 3. Implement the Inhouse Training Program   | None        | <i>Day/s vary on the length of training</i> | <i>Vice President for HR and Administration, HR Officer and HR Assistant Office for HR and Administration</i> |
|  | 3.1 Approve PSQL Form 15 and return 1 copy to the Office for HR and Administration and 1 copy to the employee | None        | 1 hour                                      | <i>President and CEO Office of the President &amp; CEO</i>  |
|  | 3.2 Submit Training Effectiveness   | None        | 1 day                                       | <i>Head of Office Concerned</i>   |
|  | Report to the Vice President for HR and Administration  |             |   |   |
|  | 3.3 Approve Training Effectiveness Report   | None        | 1 hour                                      | <i>President and CEO Office of the President &amp; CEO</i>  |
|  | <b>TOTAL:</b>   | <b>None</b> | <b>9 working days</b>                       |   |

## 10. Conduct of Disciplinary Action

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

To provide procedures and guidelines in implementing Disciplinary Actions.

|                             |                                  |
|-----------------------------|----------------------------------|
| <b>Office or Division:</b>  | Office for HR and Administration |
| <b>Classification:</b>      | Highly Technical                 |
| <b>Type of Transaction:</b> | G2G – Government to Government   |
| <b>Who may avail:</b>       | All PPMC Employees               |





PORORO POINT MANAGEMENT CORPORATION

| CHECKLIST OF R EQUIREMENTS   |  | WHERE TO SECURE                  |                 |  |
|--|--|----------------------------------|-----------------|--|
| PSNL Form 17 – Notice to Explain (in triplicate copies)  |  | Office for HR and Administration |                 |  |
| PSNL Form 19 – Decision to Suspend/Dismiss (in tri plicate copies)                                       |  |                                  |                 |  |
| PSNL Form 20 – Employee Disciplinary sheet (in triplicate copies)  |  |                                  |                 |  |
| PSNL Form 21 – Disciplinary Action Report (in triplicate co pies)  |  |                                  |                 |  |
| CLIENT STEPS   | AGENCY ACTIONS   | FEES TO BE PAID                  | PROCESSING TIME | PERSON RESPONSIBLE   |
| 1. File initial complaint against any officer or employee in writing by the aggrieved party or informant | 1. Receive complaint   | None                             | 10 minutes      | Head of Office Concerned<br><br>Vice President for HR and Administration<br>Office for HR and Administration |
|  | 1.1 Issue PSNL Form 17 to the  | None                             | 30 minutes      | Head of Office Concerned   |
|  | concerned employee to notify him/her of the complaint/report   |                                  |                 | Vice President for HR and Administration<br>Office for HR and Administration                                 |
| 2. Submit response to notice   | 2. Conduct preliminary investigation to establish probable cause of disciplinary action              | None                             | 7 days          | Head of Office Concerned<br><br>Vice President for HR and Administration<br>Office for HR and Administration |
|  | 2.1 Conduct hearing, if violation/s is/are established. Otherwise, issue a decision to dismiss case. | None                             | 7 days          | President and CEO<br>Office of the President & CEO   |

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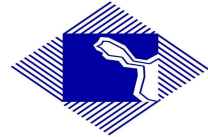


PORORO POINT MANAGEMENT CORPORATION

|   |   |      |         |  |
|---|---|------|---------|--|
|   | <p>2.2 Having ascertained all facts on committed violation, submit recommendation to the Office concerned.</p> <p>Fill out PSNL Form 19, PSNL Form 20 and PSNL Form 21, if the violation calls for recommendation to reprimand or suspend or terminate.</p> | None | 2 days  | <p><i>Head of Office Concerned</i></p> <p><i>Vice President for HR and Administration</i><br/>Office for HR and Administration</p> |
|   | 2.3 Approve PSNL Form 19, PSNL Form 20 and PSNL Form 21 and issue decision to employee copy furnished the Office for HR and Administration  | None | 3 hours | <p><i>President and CEO</i><br/>Office of the President &amp; CEO</p>  |
| 3. If the employee disagrees with the disposition of his/her case, he/she can file an appeal. | 3. Create Personnel Board (members of which shall be selected by the Vice President for HR and Administration) to review such referred case and recommend appropriate action to the President and CEO   | None | 2 days  | <p><i>Vice President for HR and Administration</i><br/>Office for HR and Administration</p>  |

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|  |  |             |                        |   |
|--|--|-------------|------------------------|---|
|  | 3.1 Approve recommendations and issue decision to employee copy furnished the Office for HR and Administration.<br><br>The decision of the President and CEO shall be final and executory. | None        | 1 day and 4 hours      | <i>President and CEO</i><br>Office of the President & CEO |
|  | 3.2 Include the decision in the employee's File 201  | None        | 20 minutes             | <i>HR Assistant</i><br>Office for HR and Administration   |
|  | <b>TOTAL:</b>  | <b>None</b> | <b>20 working days</b> |   |

## 11. Conduct of Performance Appraisal

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

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

|   |                                  |                                  |                 |                    |
|---|----------------------------------|----------------------------------|-----------------|--------------------|
| Office or Division:   | Office for HR and Administration |                                  |                 |                    |
| Classification:   | Highly Technical                 |                                  |                 |                    |
| Type of Transaction:  | G2G – Government to Government   |                                  |                 |                    |
| Who may avail:  | All PPMC Employees               |                                  |                 |                    |
| CHECKLIST OF R EQUIREMENTS  |                                  | WHERE TO SECURE                  |                 |                    |
| PSNL Form 22 – Individual Performance Agreement – one (1) original copy |                                  | Office for HR and Administration |                 |                    |
| PSNL Form 23 – Performance Appraisal Form – one (1) original copy       |                                  |                                  |                 |                    |
| CLIENT STEPS  | AGENCY ACTIONS                   | FEES TO BE PAID                  | PROCESSING TIME | PERSON RESPONSIBLE |



PORO POINT MANAGEMENT CORPORATION

|   |  |             |                       |  |
|---|--|-------------|-----------------------|--|
| 1. Submit a copy of the accomplished PSNL Form 22 to the immediate supervisor and to the Vice President for HR and Administration | 1. Discuss the accomplished PSNL Form 22 with the immediate supervisor | None        | 4 hours               | <i>Head of Office Concerned</i><br><br><i>Vice President for HR and Administration</i><br>Office for HR and Administration |
|   | 1.1 Conduct Rating and Fill-up the PSNL Form 23                        | None        | 1 day                 | <i>Head of Office Concerned</i>  |
|   | 1.2 Discuss Performance Rating   | None        | 1 day                 | <i>Head of Office Concerned</i>  |
|   | 1.3 Review Performance Rating  | None        | 2 days                | <i>Vice President for HR and Administration</i><br>Office for HR and Administration  |
|   | 1.4 Approve Performance Rating   | None        | 2 days                | <i>President and CEO</i><br>Office of the President & CEO  |
|   | 1.5 Include Performance Evaluation Form in the employee File 201       | None        | 4 hours               | <i>HR Assistant</i><br>Office for HR and Administration  |
|   | <b>TOTAL:</b>  | <b>None</b> | <b>7 working days</b> |  |

## 12. Approval of Promotion

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

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

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

|                             |                                  |
|-----------------------------|----------------------------------|
| <b>Office or Division:</b>  | Office for HR and Administration |
| <b>Classification:</b>      | Highly Technical                 |
| <b>Type of Transaction:</b> | G2G – Government to Government   |



PORO POINT MANAGEMENT CORPORATION

|  |   |                                  |                 |  |
|--|---|----------------------------------|-----------------|--|
| Who may avail:   |   | All PPMC Employees               |                 |  |
| CHECKLIST OF R EQUIREMENTS   |   | WHERE TO SECURE                  |                 |  |
| PSNL Form 24 – Individual Assessment Form (in triplicate copies)       |   | Office for HR and Administration |                 |  |
| PSNL Form 25 – Promotional Line-Up Form (in triplicate copies)         |   |                                  |                 |  |
| PSNL Form 26 – Promotional Recommendation For m (in triplicate copies) |   |                                  |                 |  |
| PSNL Form 27 – Promotion Protest Form (in triplicate copies)           |   |                                  |                 |  |
| CLIENT STEPS   | AGENCY ACTIONS  | FEES TO BE PAID                  | PROCESSING TIME | PERSON RESPONSIBLE                               |
|  | 1. Prepare Notice of Vacant Positions and Post the vacancy for hiring within the organization | None                             | 3 days          | HR Assistant<br>Office for HR and Administration |
| 2. File Applications for Vacant Position                               | 2. Consolidate intent of application and resumes submitted                                    | None                             | 1 day           | HR Assistant<br>Office for HR and Administration |
|  | 2.1 Review qualification of employees based on the qualification                              | None                             | 1 day           | HR Officer<br>Office for HR and Administration   |
|  | 2.2 Prepare PSNL Form 24 and PSNL Form 25   | None                             | 1 day           | HR Officer<br>Office for HR and Administration   |
|  | 2.3 Screen Applicants   | None                             | 5 days          | Selection Committee                              |
|  | 2.4 Endorse PSNL Form 26  | None                             | 1 day           | HR Officer<br>Office for HR and Administration   |
|  | 2.5 Approve PSNL Form 26  | None                             | 4 hours         | President and CEO                                |
|  |   |                                  |                 | Office of the President & CEO                    |

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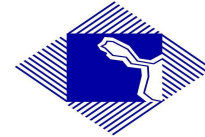
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|  |   |             |                                    |   |
|--|---|-------------|------------------------------------|---|
|  | 2.6 Prepare employment agreement and PSNL Form 3  | None        | 4 hours                            | <i>HR Officer</i><br>Office for HR and Administration                               |
|  | 2.7 Post Notice of Promotion  | None        | 4 hours                            | <i>HR Assistant</i><br>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><br>Office for HR and Administration |
|  | 2.9 Approves employment agreement and PSNL Form 3                                       | None        | 1 day                              | <i>President and CEO</i><br>Office of the President & CEO                           |
|  | 2.10 Issue PSNL Form 3 to promoted employee   | None        | 4 hours                            | <i>HR Officer</i><br>Office for HR and Administration                               |
| 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</i><br>Office of the President & CEO                           |
|  | 3.2 Release Action/Decision   | None        | 4 hours                            | <i>Vice President for HR and Administration</i><br>Office for HR and Administration |
|  | <b>TOTAL:</b>   | <b>None</b> | <b>18 working days and 4 hours</b> |   |

### 13. Approval of Application for Resignation

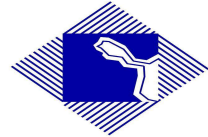
The Company shall respect the decision of its employees relative to the voluntary discontinuance of their employment.

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



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|   |   |                                  |                        |  |
|---|---|----------------------------------|------------------------|--|
| <b>Office or Division:</b>  |   | Office for HR and Administration |                        |  |
| <b>Classification:</b>  |   | Simple                           |                        |  |
| <b>Type of Transaction:</b>   |   | G2G – Government to Government   |                        |  |
| <b>Who may avail:</b>   |   | All PPMC Employees               |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   | <b>WHERE TO SECURE</b>           |                        |  |
| 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               |                        |  |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b>           | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>  |
| 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<br/>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<br/>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<br/>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<br/>Office for Finance</i>  |



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|                      |                                 |             |                       |   |
|----------------------|---------------------------------|-------------|-----------------------|---|
| 5. Sign PSNL Form 30 | 5. Release Resignation Benefits | None        | 30 minutes            | <i>Finance Manager<br/>Office for Finance</i> |
|                      | <b>TOTAL:</b>                   | <b>None</b> | <b>2 working days</b> |   |

## 14. Approval of Application for Retirement

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

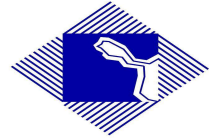
|  |  |                                  |                        |  |
|--|--|----------------------------------|------------------------|--|
| <b>Office or Division:</b>                           | Office for HR and Administration   |                                  |                        |  |
| <b>Classification:</b>                               | Simple   |                                  |                        |  |
| <b>Type of Transaction:</b>                          | G2G – Government to Government   |                                  |                        |  |
| <b>Who may avail:</b>                                | All PPMC Employees   |                                  |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>                     |  | <b>WHERE TO SECURE</b>           |                        |  |
| Application for Retirement (in triplicate copies)    |  |                                  |                        |  |
| PSNL Form 28 – Clearance Form (in triplicate copies) |  | Office for HR and Administration |                        |  |
| PSNL Form 29 – Exit Interview (in triplicate copies) |  | Office for HR and Administration |                        |  |
| PSNL Form 30 – Release of Quit Claim (in 4 copies)   |  | Office for Finance               |                        |  |
| <b>CLIENT STEPS</b>                                  | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>           | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>  |
| 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<br/>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<br/>Office for HR and Administration</i> |





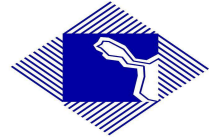
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|  |                                |             |                       |  |
|--|--------------------------------|-------------|-----------------------|--|
| 2. Complete requirements in relation to retirement                                       |                                | 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<br/>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<br/>Office for Finance</i>          |
| 5. Sign PSNL Form 30   | 5. Release Retirement Benefits | None        | 30 minutes            | <i>Finance Manager<br/>Office for Finance</i>          |
|  | <b>TOTAL:</b>                  | <b>None</b> | <b>2 working days</b> |  |



PORO POINT MANAGEMENT CORPORATION

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



PORORO POINT MANAGEMENT CORPORATION

## 1. Issuance of Supplies, Materials, Properties and Equipment

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

| <b>Office or Division:</b>   | Office for HR and Administration  |                                  |                 |   |
|--|---|----------------------------------|-----------------|---|
| <b>Classification:</b>   | Simple  |                                  |                 |   |
| <b>Type of Transaction:</b>  | G2G – Government to Government  |                                  |                 |   |
| <b>Who may avail:</b>  | 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<br><br>Provide Requisition and Issue Slip (RIS) Form | None                             | 2 minutes       | <i>Property Assistant</i><br>Office for HR and Administration     |
| 2. Fill out Requisition and Issue Slip (RIS) Form<br><br>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><br>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><br>Office for HR and Administration |
|  | 4.1 Issue stocks to requisitioner   | None                             | 5 minutes       | <i>Property Assistant</i><br>Office for HR and Administration     |
| 5. Present stock issued to the Head of Office  | 5. Attest the veracity of supplies requested  | None                             | 10 minutes      | <i>Respective Head of Office</i>                                  |



PORORO POINT MANAGEMENT CORPORATION

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

## 2. Approval of Repair and Maintenance of Vehicles

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

|  |   |                                  |                        |  |
|--|---|----------------------------------|------------------------|--|
| <b>Office or Division:</b>   | Office for HR and Administration  |                                  |                        |  |
| <b>Classification:</b>   | Simple  |                                  |                        |  |
| <b>Type of Transaction:</b>  | G2G – Government to Government  |                                  |                        |  |
| <b>Who may avail:</b>  | PPMC Employees  |                                  |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   | <b>WHERE TO SECURE</b>           |                        |  |
| Maintenance Job Order Form - 2 copies: 1 original, 1 duplicate copy                        |   | Office for HR and Administration |                        |  |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b>           | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                                  |
| 1. Secure Maintenance Job Order Form   | 1. Provide the client with a briefing on the service and its requirements<br><br>Issue Maintenance Job Order Form | None                             | 3 minutes              | Administrative Officer<br>Office for HR and Administration |
| 2. Fill-out Maintenance Job Order Form<br><br>Submit filled-out Maintenance Job Order Form | 2. Receive filled-out Maintenance Job Order Form  | None                             | 3 minutes              | Administrative Officer<br>Office for HR and Administration |
|  | 2.1 Assess/ analyze the vehicle   | None                             | 20 minutes             | Driver/Mechanic<br>Office for HR and Administration        |
|  | 2.1 Prepare Certification of Pre-repair inspection  | None                             | 30 minutes             | Driver/Mechanic<br>Office for HR and Administration        |



PORORO POINT MANAGEMENT CORPORATION

|  |   |             |                              |   |
|--|---|-------------|------------------------------|---|
|  | Prepare Purchase Request                                      |             |                              |   |
|  | 2.2 Determine Request if in the Annual Procurement Plan       | None        | 10 minutes                   | <i>Administrative Officer</i><br>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><br>Office for HR and Administration                        |
|  | 2.5 Prepare Waste Material Report and Acceptance Daily Report | None        | 10 minutes                   | <i>Property Assistant</i><br>Office for HR and Administration                     |
|  | <b>TOTAL:</b>   | <b>None</b> | <b>1 hour and 26 minutes</b> |   |

### 3. Approval of Request for Use of Vehicles

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

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

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



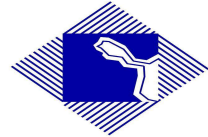
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|  |  |             |                   |   |
|--|--|-------------|-------------------|---|
|  | 4.2 Prepare Summary of Report of Official travels per month and submit to Administrative Officer | None        | 6 minutes         | BAC, BAC Secretariat, Vice President for HR and Administration, President and CEO |
|  | <b>TOTAL:</b>  | <b>None</b> | <b>21 minutes</b> |   |

#### 4. Receipt of Supplies, Materials, Properties and Equipment

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

|   |   |                                  |                        |  |
|---|---|----------------------------------|------------------------|--|
| <b>Office or Division:</b>  | Office for HR and Administration  |                                  |                        |  |
| <b>Classification:</b>  | Complex   |                                  |                        |  |
| <b>Type of Transaction:</b>   | G2G – Government to Government / G2C – Government-to Citizens / Government-to-Businesses (G2B)                                  |                                  |                        |  |
| <b>Who may avail:</b>   | PPMC Suppliers  |                                  |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   | <b>WHERE TO SECURE</b>           |                        |  |
| Purchase Order - 3 copies: 1 original, 2 duplicate copy<br>Delivery Receipt - 1 original copy |   | Office for HR and Administration |                        |  |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b>           | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>  |
| 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<br><br>Check the data on the Delivery Receipt vis-à-vis the Purchase Order | None                             | 10 minutes             | <i>Property Assistant</i><br>Office for HR and Administration                        |
| 2. Present the delivered items<br><br>Assist in the inspection of delivered items             | 2. Conduct the inspection of delivered items<br><br>Make notation on the Invoice  | None                             | 1 hour                 | <i>Property Assistant</i><br>Office for HR and Administration<br><br><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><br>Office for HR and Administration                        |



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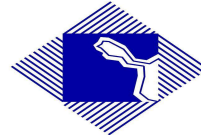
|  |   |             |                |  |
|--|---|-------------|----------------|--|
|  | 3.1 Secure signature of the end-user, Administrative Officer and Vice President for HR and Administration in the Inspection and Acceptance Report | None        | 10 minutes     | <i>Property Assistant</i><br>Office for HR and Administration<br><br><i>End-user</i><br><br><i>Administrative Officer</i><br>Office for HR and Administration<br><br><i>Vice President for HR and Administration</i><br>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><br>Office for HR and Administration  |
|  | 3.3 Update list of inventory of supplies and materials  |             | 5 minutes      | <i>Property Assistant</i><br>Office for HR and Administration  |
|  | <b>TOTAL:</b>   | <b>None</b> | <b>2 hours</b> |  |

## 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.

|  |                                  |                                  |                        |                           |
|--|----------------------------------|----------------------------------|------------------------|---------------------------|
| <b>Office or Division:</b>   | Office for HR and Administration |                                  |                        |                           |
| <b>Classification:</b>   | Simple                           |                                  |                        |                           |
| <b>Type of Transaction:</b>  | G2G – Government to Government   |                                  |                        |                           |
| <b>Who may avail:</b>  | PPMC Employees                   |                                  |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>                                       |                                  | <b>WHERE TO SECURE</b>           |                        |                           |
| Authorization Slip (Gasoline) - 2 copies: 1 original, 1 duplicate copy |                                  | Office for HR and Administration |                        |                           |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>            | <b>FEES TO BE PAID</b>           | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |





PORORO POINT MANAGEMENT CORPORATION

|   |   |             |                  |   |
|---|---|-------------|------------------|---|
| 1. Secure Authorization Slip (Gasoline)                     | 1. Provide the client with a briefing on the service and its requirements<br><br>Issue Authorization Slip (Gasoline)  | None        | 1 minute         | <i>Administrative Officer</i><br>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<br><br>Sign the duly accomplished Authorization Slip (Gasoline) in duplicate copy | None        | 3 minutes        | <i>Administrative Officer</i><br>Office for HR and Administration |
| 3. Receive the original copy of the Authorization Slip      | 3. Issue the signed Authorization Slip<br><br>File the duplicate copy   | None        | 1 minute         | <i>Administrative Officer</i><br>Office for HR and Administration |
|   | <b>TOTAL:</b>   | <b>None</b> | <b>5 minutes</b> |   |

## 6. Preparation and Submission of Annual Inventory Report

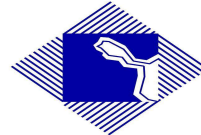
To establish proper procedure in the preparation and submission of Annual Inventory Report.

|  |                                  |                                  |                        |                           |
|--|----------------------------------|----------------------------------|------------------------|---------------------------|
| <b>Office or Division:</b>   | Office for HR and Administration |                                  |                        |                           |
| <b>Classification:</b>   | Complex                          |                                  |                        |                           |
| <b>Type of Transaction:</b>  | G2G – Government to Government   |                                  |                        |                           |
| <b>Who may avail:</b>  | Commission on Audit              |                                  |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>   |                                  | <b>WHERE TO SECURE</b>           |                        |                           |
| Inventory Report of Previous Year - 3 original copies<br>Monthly Reports on Supplies and Materials - 3 original copies |                                  | Office for HR and Administration |                        |                           |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>            | <b>FEES TO BE PAID</b>           | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |



PORORO POINT MANAGEMENT CORPORATION

|   |  |      |            |   |
|---|--|------|------------|---|
| 1. Receive the letter of invitation regarding | 1. Prepare a letter regarding the invitation for the   | None | 30 minutes | <i>Vice President for HR and Administration</i>   |
| the conduct of Annual Inventory               | scheduled Annual Inventory   |      |            | Office for HR and Administration  |
|   | 1.1 Prepare and consolidate the Inventory Report of Previous Year and Monthly Reports on Supplies and Materials              | None | 30 minutes | <i>Property Assistant</i><br>Office for HR and Administration   |
| 2. Attend the Annual Inventory                | 2. Conduct the Annual Inventory  | None | 5 days     | <i>Vice President for HR and Administration</i><br>Office for HR and Administration<br><br><i>Administrative Officer</i><br>Office for HR and Administration<br><br><i>Property Assistant</i><br>Office for HR and Administration<br><br><i>Finance Manager</i><br>Office for Finance |
|   | 2.1 Prepare the Report on the Physical Count of Inventories and Report on the Physical Count of Property Plant and Equipment | None | 1 day      | <i>Administrative Officer</i><br>Office for HR and Administration<br><br><i>Property Assistant</i><br>Office for HR and Administration  |
|   | 2.2 Review the Report on the Physical Count of Inventories and Report on the Physical Count of Property Plant and Equipment  | None | 2 hours    | <i>Vice President for HR and Administration</i><br>Office for HR and Administration   |



PORORO POINT MANAGEMENT CORPORATION

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

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

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

|   |                                  |                                  |                        |                           |
|---|----------------------------------|----------------------------------|------------------------|---------------------------|
| <b>Office or Division:</b>                          | Office for HR and Administration |                                  |                        |                           |
| <b>Classification:</b>                              | Highly Technical                 |                                  |                        |                           |
| <b>Type of Transaction:</b>                         | G2G – Government to Government   |                                  |                        |                           |
| <b>Who may avail:</b>                               | All employees                    |                                  |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>                    |                                  | <b>WHERE TO SECURE</b>           |                        |                           |
| Inventory of Items for Disposal - 3 original copies |                                  | Office for HR and Administration |                        |                           |
| <b>CLIENT STEPS</b>                                 | <b>AGENCY ACTIONS</b>            | <b>FEES TO BE PAID</b>           | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |



PORORO POINT MANAGEMENT CORPORATION

|  |   |      |            |   |
|--|---|------|------------|---|
| 1. Turn-over unserviceable properties/waste materials to Property Assistant. | 1. Prepares the detailed Inventory of Items for Disposal<br><br>Take picture of the unserviceable properties/ waste materials   | None | 1 hour     | <i>Property Assistant</i><br>Office for HR and Administration                       |
|  | 1.1 Review the detailed Inventory of Items for Disposal   | None | 1 hour     | <i>Administrative Officer</i><br>Office for HR and Administration                   |
|  | 1.2 Provide the following data on the Inventory of Items for Disposal:<br><br><ul style="list-style-type: none"> <li>• Unit Cost</li> <li>• Total Cost</li> <li>• Accumulated Depreciation</li> <li>• Net Book Value</li> </ul> | None | 2 hours    | <i>Accountant</i><br>Office for Finance   |
|  | 1.3 Conduct the inspection and appraisal<br><br>Prepare the appraisal report<br><br>Submit the Disposal Program   | None | 9 days     | Disposal Committee  |
|  | 1.4 Review and approve the Disposal Program   | None | 1 hour     | Bids and Awards Committee on Disposal   |
|  | 1.5 Notify COA regarding the Disposal Program   | None | 30 minutes | <i>Vice President for HR and Administration</i><br>Office for HR and Administration |
|  | 1.6 Conduct the bidding<br><br>Evaluate the bids  | None | 10 days    | Bids and Awards Committee on Disposal   |



PORORO POINT MANAGEMENT CORPORATION

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

## 8. Renewal of Insurance for Buildings/ Facilities and Contents

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

|  |                                  |                                  |                        |                           |
|--|----------------------------------|----------------------------------|------------------------|---------------------------|
| <b>Office or Division:</b>                           | Office for HR and Administration |                                  |                        |                           |
| <b>Classification:</b>                               | Complex                          |                                  |                        |                           |
| <b>Type of Transaction:</b>                          | G2G – Government to Government   |                                  |                        |                           |
| <b>Who may avail:</b>                                | PPMC Management                  |                                  |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>                     |                                  | <b>WHERE TO SECURE</b>           |                        |                           |
| Inventory of Items for Insurance - 2 original copies |                                  | Office for HR and Administration |                        |                           |
| <b>CLIENT STEPS</b>                                  | <b>AGENCY ACTIONS</b>            | <b>FEES TO BE PAID</b>           | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |

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|  |   |                                  |            |   |
|--|---|----------------------------------|------------|---|
|  | <p>1. Prepare the following requirements for the renewal of Insurance for Buildings/ Facilities and Contents:</p> <ul style="list-style-type: none"> <li>• Inventory of Buildings/ Facilities and Contents which will be insured</li> <li>• Pictures of Buildings/ Facilities and Contents which will be insured</li> <li>• Duly Filled-up Property Insurance Form of GSIS</li> <li>• Photocopy of the previous Insurance Policy</li> </ul> | None                             | 4 hours    | <i>Administrative Officer</i><br>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><br>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><br>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><br>Office for HR and Administration                       |



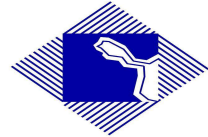
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|  |  |   |                      |   |
|--|--|---|----------------------|---|
|  | 1.4 Prepare payment for the Insurance Coverage | None                                    | 1 hour               | <i>Finance Analyst</i><br>Office for Finance                      |
|  | 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><br>Office for HR and Administration |
|  | <b>TOTAL:</b>                                  | <b>Payment to be determined by GSIS</b> | <b>1 working day</b> |   |

## 9. Request for Insurance of Vehicles

To establish proper procedure in the insurance of vehicles.

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



PORO POINT MANAGEMENT CORPORATION

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

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PORORO POINT MANAGEMENT CORPORATION

|  |   |   |                      |   |
|--|---|---|----------------------|---|
|  | 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><br>Office for HR and Administration     |
|  | 1.4 Prepare payment for the Insurance Coverage  | None                                    | 1 hour               | <i>Finance Analyst</i> Office for Finance                         |
|  | 1.5 Pay the Insurance Coverage at GSIS  | None                                    | 30 minutes           | <i>Cashier</i> Office for Finance                                 |
|  | 1.6 Receive and file the Insurance Policy   | None                                    | 30 minutes           | <i>Administrative Officer</i><br>Office for HR and Administration |
|  | <b>TOTAL:</b>   | <b>Payment to be determined by GSIS</b> | <b>1 working day</b> |   |

## 10. Request for Registration of Vehicles

To establish proper procedure in the registration of vehicles.

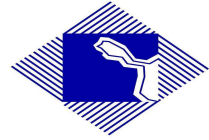
|   |                                  |                            |                        |                           |
|---|----------------------------------|----------------------------|------------------------|---------------------------|
| <b>Office or Division:</b>                          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

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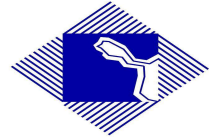
PORORO POINT MANAGEMENT CORPORATION

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



PORO POINT MANAGEMENT CORPORATION

**Office for Human Resources and Administration**  
**Procurement**  
**Internal Services**



PORO POINT MANAGEMENT CORPORATION

# 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

| <b>Office or Division:</b>  | Office for HR and Administration   |
|---|--|
| <b>Classification:</b>  | Highly Technical   |
| <b>Type of Transaction:</b>   | G2G – Government to Government / G2C – Government-to-Citizens / Government-to-Businesses (G2B)   |
| <b>Who may avail:</b>   | End-users and Bidders  |
| CHECKLIST OF REQUIREMENTS   | WHERE TO SECURE  |
| <p>Client: End-User</p> <ol style="list-style-type: none"> <li>1. Board Resolution approving the Public Bidding of the Contract</li> <li>2. Complete Bidding Documents including Technical Specifications</li> </ol> <p>Client: Bidders</p> <p>Eligibility Documents</p> <p>Class "A" Documents</p> <ol style="list-style-type: none"> <li>1. PhilGEPS Certificate of Registration and Membership</li> <li>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</li> <li>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 <b><u>BID DATA SHEET</u></b>.</li> </ol> <p>The two statements required shall indicate for each contract the following: name of the contract; date of the contract; contract duration; owner's name and address; kinds of Goods;</p> <p>For Statement of Ongoing Contracts amount of contract and value of outstanding contracts;</p> | <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> |



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:

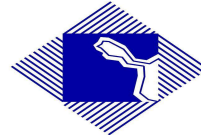
a bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or  
a surety bond, it shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized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



PORO POINT MANAGEMENT CORPORATION

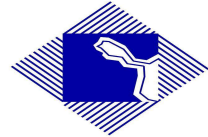
| <p>2. Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents; and</p> <p>3. Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the form prescribed in Section VIII. Bidding Documents</p> <p>4. For foreign bidders claiming eligibility by reason of their country's extension of reciprocal rights to Filipinos, a certification from the relevant government office of their country stating that Filipinos are allowed to participate in their government procurement activities for the same item or product.</p> <p>Documents Comprising the Bid:<br/>Financial Component</p> <p>1. Financial Bid Form, which includes bid prices and the applicable Price Schedules, in accordance with <b>ITB</b> Clauses 15.1 and 15.4.</p> <p>2. If the Bidder claims preference as a Domestic Bidder, a certification from the DTI issued in accordance with <b>ITB</b> Clause 27, unless otherwise provided in the <b><u>BID DATA SHEET</u></b>; and</p> <p>3. Any other document related to the financial component of the bid as stated in the <b><u>BID DATA SHEET</u></b></p> |                |                 |                 |                    |
|---|----------------|-----------------|-----------------|--------------------|
| CLIENT STEPS  | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |

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PORO POINT MANAGEMENT CORPORATION

|   |   |   |   |   |                   |        |                                   |          |                                     |          |                                      |           |                                       |           |  |           |                       |           |  |  |                   |                        |
|---|---|---|---|---|-------------------|--------|-----------------------------------|----------|-------------------------------------|----------|--------------------------------------|-----------|---------------------------------------|-----------|--|-----------|-----------------------|-----------|--|--|-------------------|------------------------|
| <p>1. Client: End-user</p> <p>Provide the following requirements for the conduct of preprocurement:</p> <ul style="list-style-type: none"><li>• Board Resolution approving the Public Bidding of the Contract</li><li>• Complete Bidding Documents including Technical Specifications</li></ul> | <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><tr><td>Approved Budget for the Contract in PhP</td><td>Maximum Cost of Bidding Documents in PhP</td></tr><tr><td>500,000 and below</td><td>500.00</td></tr><tr><td>More than 500,000 up to 1 Million</td><td>1,000.00</td></tr><tr><td>More than 1 Million up to 5 Million</td><td>5,000.00</td></tr><tr><td>More than 5 Million up to 10 Million</td><td>10,000.00</td></tr><tr><td>More than 10 Million up to 50 Million</td><td>25,000.00</td></tr><tr><td>More than 50 Million up to 500 Million</td><td>50,000.00</td></tr><tr><td>More than 500 Million</td><td>75,000.00</td></tr><tr><td colspan="2"></td></tr></table> | Approved Budget for the Contract in PhP | Maximum Cost of Bidding Documents in PhP  | 500,000 and below | 500.00 | More than 500,000 up to 1 Million | 1,000.00 | More than 1 Million up to 5 Million | 5,000.00 | More than 5 Million up to 10 Million | 10,000.00 | More than 10 Million up to 50 Million | 25,000.00 | More than 50 Million up to 500 Million | 50,000.00 | More than 500 Million | 75,000.00 |  |  | <p>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  |   |   |   |                   |        |                                   |          |                                     |          |                                      |           |                                       |           |  |           |                       |           |  |  |                   |                        |
| 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>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>  |                   |        |                                   |          |                                     |          |                                      |           |                                       |           |  |           |                       |           |  |  |                   |                        |



PORO POINT MANAGEMENT CORPORATION

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





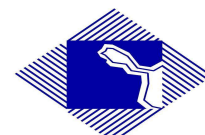
PORO POINT MANAGEMENT CORPORATION

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



PORORO POINT MANAGEMENT CORPORATION

|   |   |   |   |  |                   |        |                                   |          |                                     |          |                                      |           |                                       |           |  |           |                       |           |   |  |
|---|---|---|---|--|-------------------|--------|-----------------------------------|----------|-------------------------------------|----------|--------------------------------------|-----------|---------------------------------------|-----------|--|-----------|-----------------------|-----------|---|--|
| 10. Client: Bidders<br><br>Sign conformity on the Notice of Award                             | 10. Issue the approved Notice of Award  | None  | 1 day                                   | BAC Secretariat                          |                   |        |                                   |          |                                     |          |                                      |           |                                       |           |  |           |                       |           |   |  |
| 11. Client: Bidders<br><br>Submit the posted Performance Security                             | 11. Receive the posted Performance Security<br><br>Prepare the Notice of Proceed and Contract                     | None  | 1 day                                   | BAC Secretariat                          |                   |        |                                   |          |                                     |          |                                      |           |                                       |           |  |           |                       |           |   |  |
| 12. Client: Bidders<br><br>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                          |                   |        |                                   |          |                                     |          |                                      |           |                                       |           |  |           |                       |           |   |  |
|   | <b>TOTAL:</b>   | <table><tr><td>Approved Budget for the Contract in PhP</td><td>Maximum Cost of Bidding Documents in PhP</td></tr><tr><td>500,000 and below</td><td>500.00</td></tr><tr><td>More than 500,000 up to 1 Million</td><td>1,000.00</td></tr><tr><td>More than 1 Million up to 5 Million</td><td>5,000.00</td></tr><tr><td>More than 5 Million up to 10 Million</td><td>10,000.00</td></tr><tr><td>More than 10 Million up to 50 Million</td><td>25,000.00</td></tr><tr><td>More than 50 Million up to 500 Million</td><td>50,000.00</td></tr><tr><td>More than 500 Million</td><td>75,000.00</td></tr></table> | Approved Budget for the Contract in PhP | Maximum Cost of Bidding Documents in PhP | 500,000 and below | 500.00 | More than 500,000 up to 1 Million | 1,000.00 | More than 1 Million up to 5 Million | 5,000.00 | More than 5 Million up to 10 Million | 10,000.00 | More than 10 Million up to 50 Million | 25,000.00 | More than 50 Million up to 500 Million | 50,000.00 | More than 500 Million | 75,000.00 | <b>Minimum of 26 Calendar Days; Maximum of 136 Calendar Days pursuant to Annex “C” of the 2016 Revised IRR of RA 9184</b><br><b>Justification/ Legal Basis of the Processing Time: The processing time is pursuant to Republic Act No. 9184 and its Revised IRR</b> |  |
| 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   |   |   |  |                   |        |                                   |          |                                     |          |                                      |           |                                       |           |  |           |                       |           |   |  |



PORO POINT MANAGEMENT CORPORATION

## 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

| <b>Office or Division:</b>   | Office for HR and Administration   |
|--|--|
| <b>Classification:</b>   | Highly Technical   |
| <b>Type of Transaction:</b>  | G2G – Government to Government / G2C – Government-to-Citizens / Government-to-Businesses (G2B) |
| <b>Who may avail:</b>  | End-users and Bidders  |
| CHECKLIST OF REQUIREMENTS  | WHERE TO SECURE  |
| Client: End-User   |  |
| <ol style="list-style-type: none"> <li>1. Board Resolution approving the Public Bidding of the Contract</li> <li>2. Complete Bidding Documents including Detailed Engineering Design</li> </ol>  | To be provided by the End-user to the Office for HR and Administration                         |
| Client: Bidders  |  |
| Eligibility Documents  | To be provided by the Bidder to the Bids and Awards Committee                                  |
| Class "A" Documents  |  |
| <ol style="list-style-type: none"> <li>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.</li> <li>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</li> <li>3. Statement of the Bidder's SLCC similar to the contract to be bid, in</li> </ol> |  |



PORO POINT MANAGEMENT CORPORATION

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:



PORO POINT MANAGEMENT CORPORATION

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



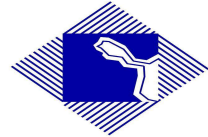
PORO POINT MANAGEMENT CORPORATION

| <p>from the relevant government office of their country stating that Filipinos are allowed to participate in their government procurement activities for the same item or product.</p> <p>Documents Comprising the Bid:<br/>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"> <li>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;</li> <li>2. Any other document related to the financial component of the bid as stated in the <b><u>BID DATA SHEET</u></b>.</li> </ol> |   |                 |                 |   |
|--|---|-----------------|-----------------|---|
| 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"> <li>• Board Resolution approving the Public Bidding of the Contract</li> <li>• Complete Bidding Documents including Technical Specifications</li> </ul>   | <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> |



PORORO POINT MANAGEMENT CORPORATION

|   |  |   |  |                 |  |
|---|--|---|--|-----------------|--|
| 2. Client: End-user<br><br>Provide the final and complete Bidding Documents including Technical Specifications approved during the Pre-procurement Conference | 2. Post Invitation to Bid in the PhilGEPS, PPMC Website and Bulletin Board | None                                    |  | 7 Calendar Days | BAC Secretariat  |
| 3. Client: Bidders<br><br>Pay the required fees for the Bidding Documents   | 3. Issue Bidding Documents   | Approved Budget for the Contract in PhP | Maximum Cost of Bidding Documents in PhP | 30 minutes      | BAC Secretariat  |
|   |  | 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                                |                 |  |
|   |  |   |  |                 |  |
| 4. Client: Bidders<br><br>Attend the Pre-Bid Conference   | 4. Conduct Pre- Bid Conference   | None                                    |  | 1 day           | Bids and Awards Committee<br><br>Technical Working Group<br><br>End-user Unit<br><br>BAC Secretariat<br><br>Observers<br><br>Prospective Bidders |



PORORO POINT MANAGEMENT CORPORATION

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





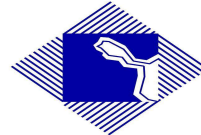
PORO POINT MANAGEMENT CORPORATION

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



PORO POINT MANAGEMENT CORPORATION

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



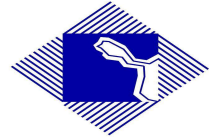
PORORO POINT MANAGEMENT CORPORATION

|   |   |   |   |  |                   |        |                                   |          |                                     |          |                                      |           |                                       |           |  |           |                       |           |  |  |  |
|---|---|---|---|--|-------------------|--------|-----------------------------------|----------|-------------------------------------|----------|--------------------------------------|-----------|---------------------------------------|-----------|--|-----------|-----------------------|-----------|--|--|--|
|   | 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   |        |                                   |          |                                     |          |                                      |           |                                       |           |  |           |                       |           |  |  |  |
|   | <b>TOTAL:</b>   | <table><tr><td>Approved Budget for the Contract in PhP</td><td>Maximum Cost of Bidding Documents in PhP</td></tr><tr><td>500,000 and below</td><td>500.00</td></tr><tr><td>More than 500,000 up to 1 Million</td><td>1,000.00</td></tr><tr><td>More than 1 Million up to 5 Million</td><td>5,000.00</td></tr><tr><td>More than 5 Million up to 10 Million</td><td>10,000.00</td></tr><tr><td>More than 10 Million up to 50 Million</td><td>25,000.00</td></tr><tr><td>More than 50 Million up to 500 Million</td><td>50,000.00</td></tr><tr><td>More than 500 Million</td><td>75,000.00</td></tr></table> | Approved Budget for the Contract in PhP | Maximum Cost of Bidding Documents in PhP | 500,000 and below | 500.00 | More than 500,000 up to 1 Million | 1,000.00 | More than 1 Million up to 5 Million | 5,000.00 | More than 5 Million up to 10 Million | 10,000.00 | More than 10 Million up to 50 Million | 25,000.00 | More than 50 Million up to 500 Million | 50,000.00 | More than 500 Million | 75,000.00 | <b>Minimum of 26 Calendar Days; Maximum of 141 or 156 Calendar Days pursuant to Annex “C” of the 2016 Revised IRR of RA 9184</b><br><br><b>Justification/ Legal Basis of the Processing Time: The processing time is pursuant to Republic Act No. 9184 and its Revised IRR</b> |  |  |
| 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   |   |   |  |                   |        |                                   |          |                                     |          |                                      |           |                                       |           |  |           |                       |           |  |  |  |

### 3. Procurement of Consulting Services with an Approved Budget for the Contract above Php 1 Million through Public Bidding

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

| <b>Office or Division:</b>   | Office for HR and Administration  |
|--|---|
| <b>Classification:</b>   | Highly Technical  |
| <b>Type of Transaction:</b>  | G2G – Government to Government / G2C – Government-to-Citizens / Government-to-Businesses (G2B)  |
| <b>Who may avail:</b>  | End-users and Bidders   |
| CHECKLIST OF REQUIREMENTS  | WHERE TO SECURE   |
| Client: End-User<br>1. Board Resolution approving the Public Bidding of the Contract<br>2. Complete Bidding Documents including Terms of Reference<br>Client: Bidders<br>Eligibility Documents | To be provided by the End-user to the Office for HR and Administration<br><br><br><br><br><br><br><br><br><br>To be provided by the Bidder to the Bids and Awards Committee |



PORO POINT MANAGEMENT CORPORATION

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

**Class "A" Documents**

**Legal Documents**

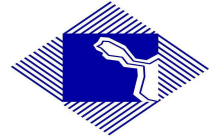
1. PhilGEPS Certificate of Registration and Membership

**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



PORO POINT MANAGEMENT CORPORATION

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



PORO POINT MANAGEMENT CORPORATION

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.

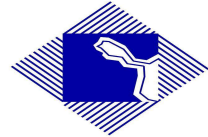
Consultants should be prepared to substantiate the claimed experience if so requested by the Procuring Entity.

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



PORO POINT MANAGEMENT CORPORATION

|   |                       |                        |                        |                           |
|---|-----------------------|------------------------|------------------------|---------------------------|
| 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> |                       |                        |                        |                           |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b> | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |



PORO POINT MANAGEMENT CORPORATION

|  |  |  |                 |  |
|--|--|--|-----------------|--|
| 1. Client: End-user<br><br>Provide the following requirements for the conduct of preprocurement:   | 1. Conduct Preprocurement Conference                                       | None                                     | 1 day           | Bids and Awards Committee<br><br>Technical Working Group |
| <input type="checkbox"/> Board Resolution approving the Public Bidding of the Contract<br><br><input type="checkbox"/> Complete Bidding Documents including Technical Specifications |  |  |                 | End-user Unit<br><br>BAC Secretariat                     |
| 2. Client: End-user<br><br>Provide the final and complete Bidding Documents including Technical Specifications approved during the Pre-procurement Conference                        | 2. Post Invitation to Bid in the PhilGEPS, PPMC Website and Bulletin Board | None                                     | 7 Calendar Days | BAC Secretariat  |
| 3. Client: Bidders<br><br>Pay the required fees for the Bidding Documents  | 3. Issue Bidding Documents   | Approved Budget for the Contract in PhP  | 30 minutes      | BAC Secretariat  |
|  |  | Maximum Cost of Bidding Documents in PhP |                 |  |
|  |  | 500,000 and below                        |                 |  |
|  |  | More than 500,000 up to 1 Million        |                 |  |
|  |  | More than 1 Million up to 5 Million      |                 |  |
|  |  | More than 5 Million up to 10 Million     |                 |  |
|  |  | More than 10 Million up to 50 Million    |                 |  |
|  |  | More than 50 Million up to 500 Million   |                 |  |
|  |  | More than 500 Million                    |                 |  |

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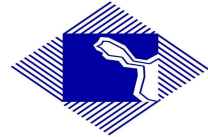
|  |  |      |       |   |
|--|--|------|-------|---|
| 4. Client: Bidders<br><br>Attend the Pre-Bid Conference                          | 4. Conduct Pre- Bid Conference   | None | 1 day | Bids and Awards Committee<br><br>Technical Working Group<br><br>End-user Unit<br><br>BAC Secretariat<br><br>Observers Prospective Bidders |
| 5. Client: Bidders<br><br>Inquire or secure Supplemental/Bid Bulletin(s), if any | 5. Upload Minutes of the Pre-bid Conference at the PPMC Website<br><br>Prepare and upload Supplemental/ Bid Bulletin at PPMC Website, PhilGEPS and Post at Bulletin Boards, if any | None | 1 day | Bids and Awards Committee<br><br>BAC Secretariat  |

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PORO POINT MANAGEMENT CORPORATION

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



PORO POINT MANAGEMENT CORPORATION

|  |  |      |        |   |
|--|--|------|--------|---|
| Receive the Notice   | <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>   |
| 9. Client: Bidders<br>Attend the Negotiation   | 9. Conduct Negotiation   | None | 1 day  | <p>Bids and Awards Committee</p> <p>Technical Working Group</p> <p>BAC Secretariat</p> <p>Observers</p> |
| 10. Client: Bidders<br>Submit documentary requirements for the conduct of Post qualification | 10. Conduct Post qualification   | None | 2 days | <p>Bids and Awards Committee</p> <p>Technical Working Group</p> <p>Observers</p>                        |



PORORO POINT MANAGEMENT CORPORATION

|   |   |   |   |  |                   |        |                                   |          |                                     |          |   |  |
|---|---|---|---|--|-------------------|--------|-----------------------------------|----------|-------------------------------------|----------|---|--|
|   | 10.1 Discuss the result of the Post-qualification<br><br>Submit Recommendation to the Head of Procuring           | None  | 1 day                                   | Bids and Awards Committee<br><br>Technical Working Group |                   |        |                                   |          |                                     |          |   |  |
|   | Entity (HOPE) the Approval of the Notice of Award   |   |   | Observers  |                   |        |                                   |          |                                     |          |   |  |
| 11. Client: Bidders<br><br>Sign conformity on the Notice of Award                             | 11. Issue the approved Notice of Award  | None  | 1 day                                   | BAC Secretariat  |                   |        |                                   |          |                                     |          |   |  |
| 12. Client: Bidders<br><br>Submit the posted Performance Security                             | 12. Receive the posted Performance Security<br><br>Prepare the Notice of Proceed and Contract                     | None  | 1 day                                   | BAC Secretariat  |                   |        |                                   |          |                                     |          |   |  |
| 13. Client: Bidders<br><br>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  |                   |        |                                   |          |                                     |          |   |  |
|   | <b>TOTAL:</b>   | <table><tr><td>Approved Budget for the Contract in PhP</td><td>Maximum Cost of Bidding Documents in PhP</td></tr><tr><td>500,000 and below</td><td>500.00</td></tr><tr><td>More than 500,000 up to 1 Million</td><td>1,000.00</td></tr><tr><td>More than 1 Million up to 5 Million</td><td>5,000.00</td></tr></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 | <b>Minimum of 36 Calendar Days; Maximum of 180 Calendar Days pursuant to Annex “C” of the 2016 Revised IRR of RA 9184</b> |  |
| 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  |   |   |  |                   |        |                                   |          |                                     |          |   |  |



PORORO POINT MANAGEMENT CORPORATION

|  |           |   |                                      |           |                                       |           |  |           |                       |           |  |  |
|--|-----------|---|--------------------------------------|-----------|---------------------------------------|-----------|--|-----------|-----------------------|-----------|--|--|
|  |           | <table><tr><td>More than 5 Million up to 10 Million</td><td>10,000.00</td></tr><tr><td>More than 10 Million up to 50 Million</td><td>25,000.00</td></tr><tr><td>More than 50 Million up to 500 Million</td><td>50,000.00</td></tr><tr><td>More than 500 Million</td><td>75,000.00</td></tr></table> | 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 | <b>Justification/ Legal Basis of the Processing Time: The processing time is pursuant to Republic Act No. 9184 and its Revised IRR</b> |  |
| 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. 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

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



PORORO POINT MANAGEMENT CORPORATION

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 –



PORO POINT MANAGEMENT CORPORATION

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

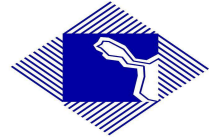
If the bidder opts to submit the bid security in the form of:

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 organization chart of the key and support staff indicating their tasks and relationships amongst the Consultant and any partner and/or subconsultant, the



Procuring Entity, the Funding Source and the GoP, and other parties or stakeholders, if any, involved in the project using TPF Team Composition and Task.

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

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

8. A Time Schedule indicating clearly

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

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

#### Financial Proposal

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



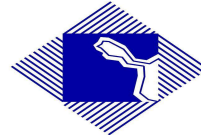
PORO POINT MANAGEMENT CORPORATION

| 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  |
| 2. Client: End-user<br><br>Provide the following requirements for the conduct of preprocurement:<br><br><ul style="list-style-type: none"> <li>Board Resolution approving the Public Bidding of the Contract</li> <li>Complete Bidding Documents including Technical Specifications for Goods and Terms of Reference for Consulting Services</li> </ul> | 2. Conduct Preprocurement Conference  | None            | 1 day           | Bids and Awards Committee<br><br>Technical Working Group<br><br>End-user Unit<br><br>BAC Secretariat |
|   | 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           | Bids and Awards Committee<br><br>BAC Secretariat   |



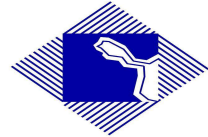
PORO POINT MANAGEMENT CORPORATION

|   |  |   |  |                 |  |
|---|--|---|--|-----------------|--|
| 3. Client: End-user<br><br>Provide the final and complete Bidding Documents including Technical Specifications approved during the Pre-procurement Conference | 3. Post Invitation to Bid in the PhilGEPS, PPMC Website and Bulletin Board | None                                    |  | 7 Calendar Days | BAC Secretariat  |
| 4. Client: Bidders<br><br>Receive the invitation  | 4. Invite preselected suppliers/ consultants                               | None                                    |  | 1 day           | BAC Secretariat  |
| 5. Client: Bidders<br><br>Pay the required fees for the Bidding Documents   | 5. Issue Bidding Documents   | Approved Budget for the Contract in PhP | Maximum Cost of Bidding Documents in PhP | 30 minutes      | BAC Secretariat  |
|   |  | 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                                |                 |  |
|   |  |   |  |                 |  |
|   |  |   |  |                 |  |
| 6. Client: Bidders<br><br>Attend the Pre-Bid Conference   | 6. Conduct Pre- Bid Conference   | None                                    |  | 1 day           | Bids and Awards Committee<br><br>Technical Working Group<br><br>End-user Unit<br><br>BAC Secretariat<br><br>Observers<br><br>Prospective Bidders |



PORO POINT MANAGEMENT CORPORATION

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



PORO POINT MANAGEMENT CORPORATION

|  |   |             |              |   |
|--|---|-------------|--------------|---|
|  | <p>Evaluation Procedure for Consulting Services<br/>Determine the Highest Rated Bid for Consulting Services.<br/>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.<br/>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> |





PORO POINT MANAGEMENT CORPORATION

|  |   |      |        |   |
|--|---|------|--------|---|
| 12. Client: Bidders<br>Submit documentary requirements for the conduct of Post qualification | 12. Conduct Post qualification  | None | 2 days | Bids and Awards Committee<br><br>Technical Working Group<br><br>Observers |
|  | 12.1 Discuss the result of the Post-qualification<br><br>Submit Recommendation to the Head of Procuring Entity (HOPE) the Approval of the Notice of Award | None | 1 day  | Bids and Awards Committee<br><br>Technical Working Group<br><br>Observers |
| 13. Client: Bidders<br>Sign conformity on the Notice of Award                                | 13. Issue the approved Notice of Award  | None | 1 day  | BAC Secretariat   |
| 14. Client: Bidders<br>Submit the posted Performance Security                                | 14. Receive the posted Performance Security<br><br>Prepare the Notice of Proceed and Contract   | None | 1 day  | BAC Secretariat   |
| 15. Client: Bidders<br>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   |



PORORO POINT MANAGEMENT CORPORATION

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

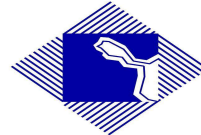
## 5. Procurement of Goods through Direct Contracting

To establish proper procedure in procurement of Goods through Direct Contracting

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

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

PPMC  
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| <b>Client: Suppliers</b><br><br>1. Mayor's/Business Permit<br>2. PhilGEPS Registration Number<br>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<br><br>Provide the following requirements: <ul style="list-style-type: none"> <li>• Survey of the industry to determine the supply source</li> <li>• Justification of item that may only be procured through Direct Contracting</li> <li>• Proof that there is no suitable substitute in the market that can be obtained at more advantageous terms</li> <li>• Board Resolution approving the Mode of Procurement</li> <li>• Purchase Request including Technical Specifications</li> </ul> | 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<br><br>BAC Secretariat            |
|   | 1.1 Approve the BAC Resolution  | None   | 1 day           | <i>President and CEO</i><br>Office of the President and CEO |
| 2. Client: Suppliers<br><br>Receive the Request for Price Quotation   | 2. Request for Price Quotation  | None   | 1 day           | Bids and Awards Committee<br><br>BAC Secretariat            |



PORORO POINT MANAGEMENT CORPORATION

|  |  |      |       |   |
|--|--|------|-------|---|
| 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:<br><br><input type="checkbox"/> Mayor's/Business Permit | 3. Receive the submitted quotation and requirements  | None | 1 day | Bids and Awards Committee<br><br>BAC Secretariat                          |
| <ul style="list-style-type: none"> <li>PhilGEPS Registration Number</li> <li>Income/Business Tax Return for ABC above PhP500,000.00</li> </ul>   |  |      |       |   |
|  | 3.1 Submit Recommendation to the Head of Procuring Entity (HOPE) the Approval of the Notice of Award | None | 1 day | Bids and Awards Committee<br><br>Technical Working Group<br><br>Observers |
| 4. Client: Suppliers<br><br>Sign conformity on the Notice of Award   | 4. Issue the approved Notice of Award  | None | 1 day | BAC Secretariat   |
| 5. Client: Suppliers<br><br>Submit the Performance Security  | 5. Receive the posted Performance Security<br><br>Prepare the Contract                               | None | 1 day | BAC Secretariat   |
| 6. Client: Suppliers<br><br>Enter into a contract  | 6. Issue the Contract  | None | 1 day | BAC Secretariat   |



PORORO POINT MANAGEMENT CORPORATION

|  |   |             |  |                 |
|--|---|-------------|--|-----------------|
|  | 6.1 Post a copy of the Notice of Award and Approved Contract at the PhilGEPS and PPMC Website | None        | 1 day  | BAC Secretariat |
|  | <b>TOTAL:</b>   | <b>None</b> | <p>Minimum of 9 Calendar Days;<br/>Maximum of 20 Calendar Days pursuant to Annex "H" 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> |                 |

## 6. Procurement of Goods through Repeat Order

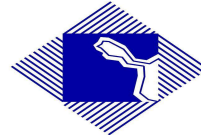
To establish proper procedure in procurement of Goods through Repeat Order

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



PORO POINT MANAGEMENT CORPORATION

| CLIENT STEPS  | AGENCY ACTIONS  | FEEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE  |
|---|---|------------------|-----------------|---|
| 1. Client: End-user<br><br>Provide the following requirements: <ul style="list-style-type: none"> <li>• 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</li> <li>• Justification why reordering is being pursued</li> <li>• Board Resolution approving the Mode of Procurement</li> <li>• Purchase Request</li> </ul> | 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<br><br>BAC Secretariat                          |
|   | 1.1 Approve the BAC Resolution  | None             | 1 day           | <i>President and CEO</i><br>Office of the President and CEO               |
| 2. Client: Previous Winning Supplier<br><br>Receive the Request for Price Quotation   | 2. Issue Request for Price Quotation to the previous bidder   | None             | 1 day           | Bids and Awards Committee<br><br>BAC Secretariat                          |
| 3. Client: Previous Winning Supplier<br><br>Submit Price Quotation  | 3. Receive the price quotation  | None             | 1 day           | Bids and Awards Committee<br><br>BAC Secretariat                          |
|   | 3.1 Submit Recommendation to the Head of Procuring Entity (HOPE) the Approval of the Notice of Award and Contract       | None             | 1 day           | Bids and Awards Committee<br><br>Technical Working Group<br><br>Observers |
| 4. Client: Previous Winning Supplier<br><br>Sign conformity on the Notice of Award  | 4. Issue the approved Notice of Award   | None             | 1 day           | BAC Secretariat   |



PORORO POINT MANAGEMENT CORPORATION

|  |  |             |   |                 |
|--|--|-------------|---|-----------------|
| 5. Client: Suppliers<br>Submit the Warranty Security                                       | 5. Receive the posted Performance Security<br>Prepare the Contract   | None        | 1 day   | BAC Secretariat |
| 6. Client: Suppliers<br>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 |
|  | <b>TOTAL:</b>  | <b>None</b> | Minimum of 9 Calendar Days;<br>Maximum of 20 Calendar Days pursuant to Annex "H" of the 2016 Revised IRR of RA 9184<br><br>Justification/ Legal Basis of the Processing Time:<br>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

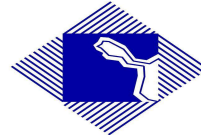
| <b>Office or Division:</b>   | Office for HR and Administration   |
|--|--|
| <b>Classification:</b>   | Complex  |
| <b>Type of Transaction:</b>  | G2G – Government to Government / G2C – Government-to-Citizens / Government-to-Businesses (G2B) |
| <b>Who may avail:</b>  | End-Users and Suppliers  |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



PORORO POINT MANAGEMENT CORPORATION

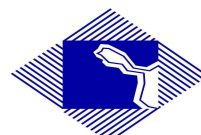
| <b>Client: Suppliers</b> <ul style="list-style-type: none"> <li>• Mayor's/Business Permit</li> <li>• PhilGEPS Registration Number</li> </ul> |   | To be submitted by the Supplier to the Bids and Awards Committee |                        |   |
|--|---|--|------------------------|---|
| <b>CLIENT STEPS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





PORORO POINT MANAGEMENT CORPORATION

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

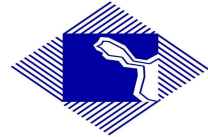


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## 8. Procurement of Goods through Shopping (52.2 (b) – Php 50,000.00 and below)

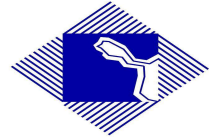
To establish proper procedure in procurement of Goods through Shopping

| <b>Office or Division:</b>  | Office for HR and Administration   |  |                 |  |
|---|--|--|-----------------|--|
| <b>Classification:</b>  | Complex  |  |                 |  |
| <b>Type of Transaction:</b>   | G2G – Government to Government / G2C – Government-to-Citizens / Government-to-Businesses (G2B)                           |  |                 |  |
| <b>Who may avail:</b>   | End-Users and Suppliers  |  |                 |  |
| CHECKLIST OF REQUIREMENTS   |  | WHERE TO SECURE  |                 |  |
| Client: End-User <ul style="list-style-type: none"> <li>• Purchase Request including Technical Specifications</li> <li>• Certificate of Non-Availability of Stocks from DBM-PS</li> </ul> |  | To be provided by the End-user to the Office for HR and Administration |                 |  |
| Client: Suppliers <ul style="list-style-type: none"> <li>• Mayor's/Business Permit</li> </ul> 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<br>Provide the following requirements:<br><input type="checkbox"/> Purchase Request including Technical Specifications  | 1. Secure Certificate of Non-Availability of Stocks from DBM-PS  | None   | 1 day           | Bids and Awards Committee<br><br>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<br><br>BAC Secretariat         |
|   | 1.2 Approve the BAC Resolution   | None   | Same Day        | <i>President and CEO</i> Office of the President and CEO |



PORO POINT MANAGEMENT CORPORATION

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



PORO POINT MANAGEMENT CORPORATION

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

To establish proper procedure in procurement of Goods through Shopping

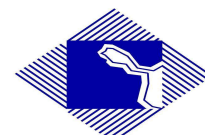
| <b>Office or Division:</b>   | Office for HR and Administration  |  |                 |  |
|--|---|--|-----------------|--|
| <b>Classification:</b>   | Complex   |  |                 |  |
| <b>Type of Transaction:</b>  | G2G – Government to Government / G2C – Government-to-Citizens / Government-to-Businesses (G2B)                          |  |                 |  |
| <b>Who may avail:</b>  | End-Users and Suppliers   |  |                 |  |
| CHECKLIST OF REQUIREMENTS  |   | WHERE TO SECURE  |                 |  |
| Client: End-User <ul style="list-style-type: none"> <li>Purchase Request including Technical Specifications and indicating therein the urgency to address an identified need and the unforeseen contingency that caused its necessity</li> </ul>                             |   | To be provided by the End-user to the Office for HR and Administration |                 |  |
| Client: Suppliers <ul style="list-style-type: none"> <li>Mayor's/Business Permit</li> <li>PhilGEPS Registration Number</li> </ul>  |   | 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<br><br>Provide the following requirements:<br><br><input type="checkbox"/> Purchase Request including Technical Specifications and indicating therein the urgency to address an identified need and the unforeseen contingency that caused its necessity | 1. Prepare justification and recommend to the Head of Procuring Entity the conduct of Alternative Method of Procurement | None   | 1 day           | Bids and Awards Committee<br><br>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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|  |   |             |                       |  |
|--|---|-------------|-----------------------|--|
| 2. Client: Supplier<br>Receive the Request for Price Quotation   | 2. Prepare Request for Price Quotation<br><br>Issue Request for Price Quotation to one (1) supplier                     | None        | Same day              | Bids and Awards Committee<br><br>BAC Secretariat   |
| 3. Client: Supplier<br>Submit Price Quotation and the following requirements:<br><br>• Mayor's/Business Permit<br>• PhilGEPS Registration Number | 3. Receive the price quotation  | None        | 1 day                 | Bids and Awards Committee<br><br>BAC Secretariat   |
|  | 3.1 Prepare Abstract of Quotations  | None        | Same day              | Bids and Awards Committee<br><br>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><br>Office of the President and CEO<br><br><i>Vice President for HR and Administration</i><br>Office for HR and Administration<br><br><i>Finance Manager</i><br>Office for Finance |
| 4. Client: Supplier<br>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  |
|  | <b>TOTAL:</b>   | <b>None</b> | <b>4 Working Days</b> |  |



PORO POINT MANAGEMENT CORPORATION

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

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

| <b>Office or Division:</b>   | Office for HR and Administration  |  |                 |  |
|--|---|--|-----------------|--|
| <b>Classification:</b>   | Highly Technical  |  |                 |  |
| <b>Type of Transaction:</b>  | G2G – Government to Government / G2C – Government-to-Citizens / Government-to-Businesses (G2B)                                  |  |                 |  |
| <b>Who may avail:</b>  | End-users and Consultants   |  |                 |  |
| CHECKLIST OF REQUIREMENTS  |   | WHERE TO SECURE  |                 |  |
| Client: End-User <ul style="list-style-type: none"> <li>• Justifications for the engagement of the individual consultant</li> <li>• Board Resolution approving the engagement of an individual consultant</li> <li>• Terms of Reference</li> </ul>   |   | To be provided by the End-user to the Office for HR and Administration |                 |  |
| Client: Consultants <ul style="list-style-type: none"> <li>• Professional License/Curriculum Vitae (Consulting Services)</li> <li>• PhilGEPS Registration Number</li> <li>• BIR Certificate of Registration</li> </ul>   |   | 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<br><br>Provide the following requirements to the Bids and Awards Committee <ul style="list-style-type: none"> <li>• Justifications for the engagement of the individual consultant</li> <li>• Board Resolution approving the engagement of an individual consultant</li> <li>• Terms of Reference</li> </ul> | 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<br><br>BAC Secretariat |



PORO POINT MANAGEMENT CORPORATION

|  |   |             |  |   |
|--|---|-------------|--|---|
|  | 1.1 Approve the BAC Resolution  | None        | Same day   | <i>President and CEO</i><br>Office of the President and CEO                     |
|  | 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<br>Attend the Negotiation  | 2. Negotiate with Highly Technical Consultant   | None        | 1 day  | Bids and Awards Committee<br><br>Technical Working Group<br><br>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<br><br>Technical Working Group                        |
| 3. Client: Bidders<br><br>Sign conformity on the Notice of Award                             | 3. Issue the approved Notice of Award   | None        | 1 day  | BAC Secretariat   |
| 4. Client: Bidders<br><br>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   |
|  | <b>TOTAL:</b>   | <b>None</b> | <b>7 Working Days pursuant to Annex "H" of the 2016 Revised IRR of RA 9184</b> |   |



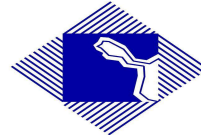
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## 11. Procurement of Infrastructure Projects and Consulting Services through Negotiated Procurement – Adjacent/Contiguous (For infrastructure and consulting services)

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 R EQUIREMENTS  |   | WHERE TO SECURE  |                 |   |
| Client: End-User  |   | To be provided by the End-user to the Office for HR and Administration |                 |   |
| <ul style="list-style-type: none"><li>Board Resolution approving the Mode of Procurement</li></ul>  |   |  |                 |   |
| Client: Bidders   |   | To be provided by the Bidder to the Bids and Awards Committee          |                 |   |
| <ul style="list-style-type: none"><li>PCAB License</li><li>NFCC</li></ul>   |   |  |                 |   |
| CLIENT STEPS  | AGENCY ACTIONS  | FEES TO BE PAID  | PROCESSING TIME | PERSON RESPONSIBLE  |
| 1. Client: End-user<br><br>Provide the following requirements to the Bids and Awards Committee<br><br><input type="checkbox"/> Board Resolution approving the Mode of Procurement | 1. Prepare BAC Resolution recommending to the Head of Procuring Entity (HOPE) to resort to this Alternative Mode of Procurement | None   | 1 day           | Bids and Awards Committee<br><br>BAC Secretariat                                |
|   | 1.1 Approve the BAC Resolution  | None   | Same day        | President and CEO<br>Office of the President and CEO                            |
| 2. Client: Bidders<br><br>Attend the Negotiation  | 2. Negotiate with Contractor/ Consultant  | None   | 1 day           | Bids and Awards Committee<br><br>Technical Working Group<br><br>BAC Secretariat |





PORORO POINT MANAGEMENT CORPORATION

|  |  |             |  |  |
|--|--|-------------|--|--|
|  | 2.1 Submit Recommendation to the Head of Procuring Entity (HOPE) the Approval of the Notice of Award             | None        | 1 day  | Bids and Awards Committee<br>Technical Working Group |
| 3. Client: Bidders<br>Sign conformity on the Notice of Award                             | 3. Issue the approved Notice of Award  | None        | 1 day  | BAC Secretariat                                      |
| 4. Client: Bidders<br>Submit the posted Performance Security/Warranty                    | 4. Receive the posted Performance Security/Warranty<br><br>Prepare the Notice of Proceed and Contract            | None        | 1 day  | BAC Secretariat                                      |
| 5. Client: Bidders<br>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                                      |
|  | <b>TOTAL:</b>  | <b>None</b> | <b>7 Working Days pursuant to Annex "H" of the 2016 Revised IRR of RA 9184</b> |  |

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

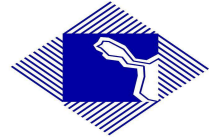
To establish proper procedure in procurement of goods, infrastructure projects and consulting services through Negotiated Procurement after Two Failed Biddings

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



PORO POINT MANAGEMENT CORPORATION

| <b>Who may avail:</b>  | End-users and Bidders   |
|--|---|
| CHECKLIST OF REQUIREMENTS  | WHERE TO SECURE   |
| <p><b>FOR GOODS</b></p> <p>Client: End-User</p> <ol style="list-style-type: none"> <li>1. Board Resolution approving the conduct of Negotiated Procurement for the Contract</li> <li>2. Complete Bidding Documents including Technical Specifications</li> </ol>   | <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"> <li>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.</li> <li>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</li> <li>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 <b><u>BID DATA SHEET</u></b>.</li> </ol> <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:

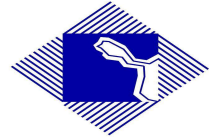
1. If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 23.1(b) of the IRR.

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



PORO POINT MANAGEMENT CORPORATION

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



PORO POINT MANAGEMENT CORPORATION

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



PORO POINT MANAGEMENT CORPORATION

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

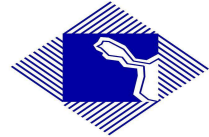
Legal Documents

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;





PORO POINT MANAGEMENT CORPORATION

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:



PORO POINT MANAGEMENT CORPORATION

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

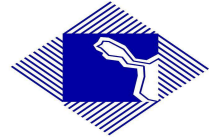
a surety bond accompanied by a certification coming from the Insurance Commission that the surety or insurance company is authorized to issue such instrument.

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.



PORO POINT MANAGEMENT CORPORATION

| CLIENT STEPS   | AGENCY ACTIONS   | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE   |
|--|--|-----------------|-----------------|--|
| 1. Client: End-user<br><br>Provide the requirements as identified above  | 1. Review the terms and conditions, specifications and cost estimates<br><br>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<br><br>Technical Working Group<br><br>End-user Unit<br><br>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<br><br>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<br><br>Technical Working Group<br><br>End-user Unit<br><br>BAC Secretariat |
| 2. Client: End-user<br><br>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  |



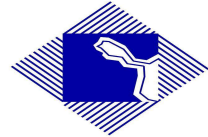
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|  |   |      |       |  |
|--|---|------|-------|--|
| 3. Client: Bidders<br>Receive the invitation                                 | 3. Issue invitation to at least 3 suppliers/ contractor of good standing to negotiate a contract            | None | 1 day | BAC Secretariat  |
| 4. Client: Bidders<br>Attend the Pre-Bid Conference                          | 4. Conduct Pre- Bid Conference  | None | 1 day | Bids and Awards Committee<br>Technical Working Group<br>End-user Unit<br>BAC Secretariat<br>Observers<br>Prospective Bidders |
| 5. Client: Bidders<br>Attend the Negotiation                                 | 5. Conduct Negotiation  | None | 1 day | Bids and Awards Committee<br>Technical Working Group<br>End-user Unit<br>BAC Secretariat<br>Observers<br>Prospective Bidders |
| 6. Client: Bidders<br>Inquire or secure Supplemental/Bid Bulletin(s), if any | 6. Upload Minutes of the Pre-bid Conference at the PPMC Website   | None | 1 day | Bids and Awards Committee<br>BAC Secretariat   |
|  | Prepare and upload Supplemental/ Bid Bulletin at PPMC Website, PhilGEPS and Post at Bulletin Boards, if any |      |       |  |



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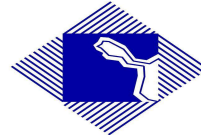
|  |   |      |       |   |
|--|---|------|-------|---|
| 7. Client: Bidders<br>Submit Bid Envelope  | 7. Receive the Bid Envelope<br><br>Opening of the Technical Proposal and Evaluation<br><br>Opening and Evaluation of Financial Proposal   | None | 1 day | Bids and Awards Committee<br><br>Technical Working Group<br><br>BAC Secretariat<br><br>Observers<br>Prospective Bidders |
| 8. Client: Bidders<br>Receive the notification   | 8. Notify all the bidders who submitted their bid proposals   | None | 1 day | BAC Secretariat   |
| 9. Client: Bidders<br><br><br><br><br><br>Receive the Notice<br><br><br><br>Receive the Notice | 9. Conduct Bid Evaluation and determine Lowest Calculated Bid (LCB) or Single Calculated Bid (SCB)<br><br>Determine the Lowest Calculated Bid<br><br>Approval of the Lowest Calculated Bid<br><br>Issue Notice regarding the result of Bid Evaluation<br><br>Issue Notice to the LCB or SCB to submit documentary requirements for Post-qualification | None | 1 day | Bids and Awards Committee<br><br>Technical Working Group<br><br>BAC Secretariat<br><br>Observers                        |



PORO POINT MANAGEMENT CORPORATION

|  |   |             |   |   |
|--|---|-------------|---|---|
| 10. Client: Bidders<br><br>Submit documentary requirements for the conduct of Post qualification | 10. Conduct Post qualification  | None        | 2 days  | Bids and Awards Committee<br><br>Technical Working Group<br><br>Observers |
|  | 10.1 Discuss the result of the Post-qualification<br><br>Submit Recommendation to the Head of Procuring Entity (HOPE) the Approval of the Notice of Award | None        | 1 day   | Bids and Awards Committee<br><br>Technical Working Group<br><br>Observers |
| 11. Client: Bidders<br><br>Sign conformity on the Notice of Award                                | 11. Issue the approved Notice of Award  | None        | 1 day   | BAC Secretariat   |
| 12. Client: Bidders<br><br>Submit the posted Performance Security                                | 12. Receive the posted Performance Security<br><br>Prepare the Notice of Proceed and Contract   | None        | 1 day   | BAC Secretariat   |
| 13. Client: Bidders<br><br>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   |
|  | <b>TOTAL:</b>   | <b>None</b> | <b>For Goods and Infrastructure Projects:</b> |   |





PORORO POINT MANAGEMENT CORPORATION

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|--|--|--|--|--|
|  |  |  | <p>Minimum of 22 Calendar Days;<br/>Maximum of 132 Calendar Days<br/>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;<br/>Maximum of 176 Calendar Days<br/>pursuant to Annex "C" of the 2016 Revised IRR of RA 9184</p> <p>Justification/ Legal Basis of the Processing Time:<br/>The processing time is pursuant to Republic Act No. 9184 and its Revised IRR</p> |  |
|--|--|--|--|--|

### 13. Procurement of Goods, Infrastructure Projects and Consulting Services through Negotiated Procurement – Agency to Agency

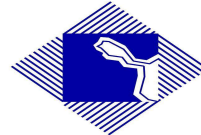
To establish proper procedure in procurement of goods, infrastructure projects and consulting services through Negotiated Procurement – Adjacent/Contiguous (For infrastructure and consulting services)

|   |                                  |  |  |
|---|----------------------------------|--|--|
| Office or Division:   | Office for HR and Administration |  |  |
| Classification:   | Highly Technical                 |  |  |
| Type of Transaction:  | G2G – Government to Government   |  |  |
| Who may avail:  | End-users and Government Agency  |  |  |
| CHECKLIST OF REQUIREMENTS   |                                  | WHERE TO SECURE  |  |
| Client: End-User <ul style="list-style-type: none"><li>Justification that entering into an Agency-to-Agency Agreement with the Servicing Agency is more efficient and economical to the government</li><li>Board Resolution approving the Mode of Procurement</li></ul> |                                  | To be provided by the End-user to the Office for HR and Administration |  |



PORORO POINT MANAGEMENT CORPORATION

| <p>Client: Bidders</p> <p>□ 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>  |  | <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"> <li>Justification that entering into an Agency-to-Agency Agreement with the Servicing Agency is more efficient and economical to the government</li> <li>Board Resolution approving the Mode of Procurement</li> <li>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</li> </ul> | <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><br>Office of the President and CEO |
| <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>   | None   | 2 days          | BAC Secretariat   |



PORORO POINT MANAGEMENT CORPORATION

|  |  |             |  |                 |
|--|--|-------------|--|-----------------|
|  | 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 |
|  | <b>TOTAL:</b>  | <b>None</b> | <b>3 Working Days pursuant to Annex "H" of the 2016 Revised IRR of RA 9184</b> |                 |

#### 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

| <b>Office or Division:</b>  | Office for HR and Administration   |
|---|--|
| <b>Classification:</b>  | Highly Technical   |
| <b>Type of Transaction:</b>   | G2G – Government to Government / G2C – Government-to-Citizens / Government-to-Businesses (G2B) |
| <b>Who may avail:</b>   | End-users and Bidders  |
| CHECKLIST OF REQUIREMENTS   | WHERE TO SECURE  |
| <b>FOR GOODS</b><br><br>Client: End-User <ul style="list-style-type: none"> <li>• 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</li> <li>• Board Resolution approving the Mode of Procurement</li> </ul> | To be provided by the End-user to the Office for HR and Administration                         |



PORO POINT MANAGEMENT CORPORATION

| <b>Client: Bidders/ Suppliers/ Contractors:</b> <ul style="list-style-type: none"> <li>• Mayor's/Business Permit</li> <li>• PCAB License</li> <li>• NFCC for ABCs above PhP500,000.00</li> <li>• Income/Business Tax Return for ABCs above PhP500,000.00</li> </ul> |   | 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<br><br>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<br><br>BAC Secretariat |
|   | 1.1 Approve the BAC Resolution  | None  | 1 day           | Head of Procuring Entity                         |



PORO POINT MANAGEMENT CORPORATION

|  |  |             |                       |   |
|--|--|-------------|-----------------------|---|
|  | 1.2 Identify and negotiate technically, legally and financially capable supplier/ contractor/ consultant         | None        | 1 day                 | Bids and Awards Committee<br>Technical Working Group<br>BAC Secretariat |
|  | 1.3 Prepare the BAC Resolution recommending the Award of Contract to supplier/ contractor/ consultant            | None        | 1 day                 | Bids and Awards Committee<br>BAC Secretariat                            |
|  | 1.4 Approve the BAC Resolution   | None        | 1 day                 | Head of Procuring Entity  |
| 2. Client: Bidders<br>Sign conformity on the Notice of Award                             | 2. Issue the approved Notice of Award  | None        | 1 day                 | BAC Secretariat   |
| 3. Client: Bidders<br>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   |
|  | <b>TOTAL:</b>  | <b>None</b> | <b>7 Working Days</b> |   |

## 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



PORO POINT MANAGEMENT CORPORATION

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



PORORO POINT MANAGEMENT CORPORATION

|  |  |      |          |  |
|--|--|------|----------|--|
| 3. Client: Supplier<br><br>Submit Price Quotation and the requirements specified above       | 3. Receive the price quotation and requirements submitted<br><br>Prepare Abstract of Quotations and identification of supplier with the lowest price quotation                             | None | 1 day    | Bids and Awards Committee<br><br>BAC Secretariat         |
|  | 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 | None | 1 day    | Bids and Awards Committee                                |
|  | 3.2 Submit Recommendation to the Head of Procuring Entity (HOPE) the Approval of the Notice of Award   | None | 1 day    | Bids and Awards Committee<br><br>Technical Working Group |
| 4. Client: Bidders<br><br>Sign conformity on the Notice of Award                             | 4. Issue the approved Notice of Award  | None | 1 day    | BAC Secretariat  |
| 5. Client: Bidders<br><br>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 | Same Day | BAC Secretariat  |



PORORO POINT MANAGEMENT CORPORATION

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|--|---------------|-------------|--|--|
|  | <b>TOTAL:</b> | <b>None</b> | <b>6 Working Days</b><br>pursuant to Annex<br>"H" of the 2016<br>Revised IRR of RA<br>9184 |  |
|--|---------------|-------------|--|--|

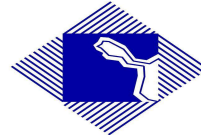
## 16. Procurement of Goods, Infrastructure Projects and Consulting Services through Negotiated Procurement – Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services

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

|  |  |  |                        |                           |
|--|--|--|------------------------|---------------------------|
| <b>Office or Division:</b>   | Office for HR and Administration   |  |                        |                           |
| <b>Classification:</b>   | Complex  |  |                        |                           |
| <b>Type of Transaction:</b>  | G2G – Government to Government / G2C – Government-to-Citizens / Government-to-Businesses (G2B) |  |                        |                           |
| <b>Who may avail:</b>  | End-users and Suppliers/ Contractors / Consultants   |  |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>   |  | <b>WHERE TO SECURE</b>   |                        |                           |
| <b>Client: End-User</b> <ul style="list-style-type: none"> <li>Market Study to confirm that the supplier, contractor or consultant could undertake the project at more advantageous terms</li> <li>Board Resolution approving the Mode of Procurement</li> </ul>   |  | To be provided by the End-user to the Office for HR and Administration |                        |                           |
| <b>Client: Bidders</b> <ul style="list-style-type: none"> <li>Mayor's/Business Permit or BIR Certificate of Registration for Individual Consultant in lieu of Mayor's/Business Permit and DTI Registration</li> <li>Professional License/Curriculum Vitae (Consulting Services)</li> <li>PhilGEPS Registration Number</li> <li>Income/Business Tax Return for ABCs above PhP5 00,000.00</li> </ul> |  | To be provided by the Bidder to the Bids and Awards Committee          |                        |                           |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>   | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |

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



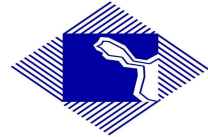
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|  |  |             |  |                 |
|--|--|-------------|--|-----------------|
| 5. Client: Bidders<br>Sign conformity on the Notice of Award                             | 5. Issue the approved Notice of Award  | None        | 1 day  | BAC Secretariat |
| 6. Client: Bidders<br>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 |
|  | <b>TOTAL:</b>  | <b>None</b> | <b>7 Working Days pursuant to Annex "H" of the 2016 Revised IRR of RA 9184</b> |                 |

## 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   |  | To be provided by the End-user to the Office for HR and Administration |  |
| <ul style="list-style-type: none"><li>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</li></ul> |  |  |  |



PORO POINT MANAGEMENT CORPORATION

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

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



PORO POINT MANAGEMENT CORPORATION

|  |   |             |                       |  |
|--|---|-------------|-----------------------|--|
|  | 3.2 Approve Purchase Order  | None        | 1 day                 | <i>President and CEO</i><br>Office of the President and CEO<br><br><i>Vice President for HR and Administration</i><br>Office for HR and Administration<br><br><i>Finance Manager</i><br>Office for Finance |
| 4. Client: Suppliers/ Contractors / Consultants<br><br>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  |
|  | <b>TOTAL:</b>   | <b>None</b> | <b>6 Working Days</b> |  |

## 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

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



PORO POINT MANAGEMENT CORPORATION

| <input type="checkbox"/> Duly approved Purchase Request indicating therein the Mode of Procurement, Technical Specifications for Goods, Scope of Work for Infrastructure Projects or Terms of Reference for Consulting Services  |   | To be provided by the End-user to the Office for HR and Administration |                 |   |
|--|---|--|-----------------|---|
| Client: Suppliers/ Contractors / Consultants <ul style="list-style-type: none"> <li>• Mayor's/Business Permit or BIR Registration in case of Consulting Services</li> <li>• Professional License/Curriculum Vitae (Consulting Services)</li> <li>• PhilGEPS Registration Number</li> <li>• PCAB License (Infrastructure Projects)</li> </ul>                                     |   | 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<br><br>Provide the following requirements to the Bids and Awards Committee <ul style="list-style-type: none"> <li><input type="checkbox"/> Duly approved Purchase Request indicating therein the Mode of Procurement, Technical Specifications for Goods, Scope of Work for Infrastructure Projects or Terms of Reference for Consulting Services</li> </ul> | 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<br><br>BAC Secretariat            |
|  | 1.1 Approve the BAC Resolution  | None   | Same day        | <i>President and CEO</i><br>Office of the President and CEO |



PORORO POINT MANAGEMENT CORPORATION

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

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|  |   |             |                       |  |
|--|---|-------------|-----------------------|--|
|  | 3.2 Approve Purchase Order  | None        | 1 day                 | <i>President and CEO</i><br>Office of the President and CEO<br><br><i>Vice President for HR and Administration</i><br>Office for HR and Administration<br><br><i>Finance Manager</i><br>Office for Finance |
| 4. Client: Suppliers/ Contractors / Consultants<br><br>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  |
|  | <b>TOTAL:</b>   | <b>None</b> | <b>4 Working Days</b> |  |

## 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

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

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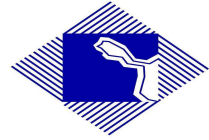
PORO POINT MANAGEMENT CORPORATION

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



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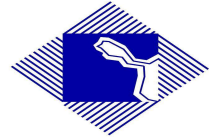
|  |   |             |  |  |
|--|---|-------------|--|--|
|  | 2.1 Submit Recommendation to the Head of Procuring Entity (HOPE) the Approval of the Notice of Award              | None        | 1 day  | Bids and Awards Committee<br>Technical Working Group |
| 3. Client: Bidders<br>Sign conformity on the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



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**Office for Human Resources and Administration**  
**IT Services**  
**Internal Services**

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## 1. Repair and Maintenance of Defective IT Equipment

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

|   |  |   |                                      |   |
|---|--|---|--------------------------------------|---|
| <b>Office or Division:</b>                          | Office for Human Resources and Administration                  |   |                                      |   |
| <b>Classification:</b>                              | Highly Technical   |   |                                      |   |
| <b>Type of Transaction:</b>                         | G2G - Government to Government                                 |   |                                      |   |
| <b>Who may avail:</b>                               | PPMC Employees   |   |                                      |   |
| <b>CHECKLIST OF REQUIREMENTS</b>                    |  | <b>WHERE TO SECURE</b>                        |                                      |   |
| Maintenance Job Order Form (2 Copies)               |  | Office for Human Resources and Administration |                                      |   |
| <b>CLIENT STEPS</b>                                 | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>                        | <b>PROCESSING TIME</b>               | <b>PERSON RESPONSIBLE</b>   |
| 1. Fill-out Maintenance Job Order form.             | 1. Issue Maintenance Job order form                            | None  | 3 Minutes                            | <i>Information Technology Officer</i><br>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><br>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><br>Office for HR and Administration           |
|   | 3.1 Undertake repair and maintenance of defective IT Equipment | None  | 1 - 2 days                           | <i>Information Technology Officer</i><br>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><br>Office for HR and Administration           |
|   | 4.1 Prepare Post - Repair Inspection Report                    | None  | 10 minutes                           | <i>Information Technology Officer</i><br>Office for HR and Administration           |
|   | 4.2 Evaluate Post - Repair Inspection Report                   | None  | 5 minutes                            | <i>Administrative Officer</i><br>Office for HR and Administration                   |
|   | 4.3 Approve Post - Repair Inspection Report                    | None  | 5 minutes                            | <i>Vice President for HR and Administration</i><br>Office for HR and Administration |
|   | <b>TOTAL:</b>  | <b>None</b>                                   | <b>2 working days and 45 minutes</b> |   |

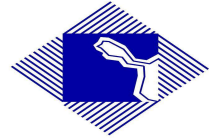


PORORO POINT MANAGEMENT CORPORATION

## 2. Request for Website Posting

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

| <b>Office or Division:</b>                             | Office for Human Resources and Administration              |   |                 |   |
|--|--|---|-----------------|---|
| <b>Classification:</b>                                 | Simple   |   |                 |   |
| <b>Type of Transaction:</b>                            | G2G - Government to Government                             |   |                 |   |
| <b>Who may avail:</b>                                  | 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><br>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><br>Office for HR and Administration           |
|  | 2.1 Assess the Data/ Information to be posted              | None  | 5 Minutes       | <i>Information Technology Officer</i><br>Office for HR and Administration           |
|  | 2.2 Post Data/ Information at the PPMC Website             | None  | 30 Minutes      | <i>Information Technology Officer</i><br>Office for HR and Administration           |
|  | 2.3 Check the Data/ Information Posted at the PPMC Website | None  | 5 minutes       | <i>Administrative Officer</i><br>Office for HR and Administration                   |
|  | 2.4 Fill - out Accomplishment Report                       | None  | 10 minutes      | <i>Information Technology Officer</i><br>Office for HR and Administration           |
|  | 2.5 Approve the Report                                     | None  | 5 minutes       | <i>Vice President for HR and Administration</i><br>Office for HR and Administration |
|  | <b>TOTAL:</b>  | <b>None</b>                                   | <b>1 Hour</b>   |   |



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.

|   |  |   |                        |  |
|---|--|---|------------------------|--|
| <b>Office or Division:</b>  | Office of the Legal Counsel  |   |                        |  |
| <b>Classification:</b>  | Highly Technical   |   |                        |  |
| <b>Type of Transaction:</b>   | G2G – Government to Government G2C<br>– Government to Citizens                               |   |                        |  |
| <b>Who may avail:</b>   | PPMC Board and Officers, External Client/s/Complainant/s                                     |   |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>  |  | <b>WHERE TO SECURE</b>                          |                        |  |
| 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 |                        |  |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>                          | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>  |
| 1. Send/Endorse the letter of request by the Complainant to Legal Counsel/Corporate Secretary   | 1. Receive the Letter of the Complainant<br><br>Legal review and assessment of the complaint | None  | 3 working days         | <i>Legal Counsel</i><br>Office of the Legal Counsel<br><br><i>Legal Researcher</i><br>Office of the Legal Counsel  |
|   | 1.1 Process and make the possible action on the said matter.<br><br>Prepare response letter  | None  | 16 working days        | <i>Legal Counsel</i><br>Office of the Legal Counsel<br><br><i>Legal Researcher</i><br>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><br>Office of the Legal Counsel<br><br><i>Legal Researcher</i><br>Office of the Legal Counsel<br><br><i>President and CEO</i><br>Office of the President and CEO<br><br><i>Involve Complainant</i> |
| <b>TOTAL</b>  |  | <b>None</b>                                     | <b>20 Working Days</b> |  |



PORO POINT MANAGEMENT CORPORATION

## 2. Handling Data Privacy Breach and Complaints

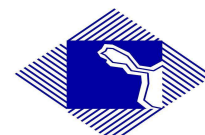
To secure the privacy of the data gathered into the complaints.

|  |   |  |  |  |
|--|---|--|--|--|
| <b>Office or Division:</b>   | Office of the Legal Counsel   |  |  |  |
| <b>Classification:</b>   | Highly Technical  |  |  |  |
| <b>Type of Transaction:</b>  | G2G – Government to Government G2C<br>– Government to Citizens  |  |  |  |
| <b>Who may avail:</b>  | PPMC Board and Officers, Internal & External Clients/Complainant/s  |  |  |  |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   | <b>WHERE TO SECURE</b>                           |  |  |
| 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. |  |  |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b>                           | <b>PROCESSING TIME</b>   | <b>PERSON RESPONSIBLE</b>  |
| 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/<br/>Corporate Secretary/<br/>Data Protection Officer<br/>Office of the Legal Counsel<br/><br/>Personal Information Processor</i> |
|  | 1.1 If necessary, update the Board for information<br><br>Conduct investigation and prepare necessary reports                           | None   | 4 working days from receipt of Full Report from Personal Information Controllers | <i>Legal Counsel/<br/>Corporate Secretary/<br/>Data Protection Officer<br/>Office of the Legal Counsel</i>   |
|  | 1.2 File and organize all the documents for privacy of Data Breach and Complaints   | None   | 7 hours and 30 minutes   | <i>Legal Researcher<br/>Office of the Legal Counsel</i>  |
| <b>TOTAL</b>   |   | <b>None</b>                                      | <b>5 Working Days</b>  |  |

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### 3. Granting request for access or correction of personal Information



PORO POINT MANAGEMENT CORPORATION

To make necessary corrections/access of personal information.

| <b>Office or Division:</b>  | Office of the Legal Counsel   |  |                      |   |
|---|---|--|----------------------|---|
| <b>Classification:</b>  | Simple  |  |                      |   |
| <b>Type of Transaction:</b>   | G2G – Government to Government G2C<br>– Government to Citizens                                    |  |                      |   |
| <b>Who may avail:</b>   | 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/<br/>Corporate Secretary/<br/>Data Protection Officer<br/>Office of the Legal Counsel</i><br><br><i>Personal Information Controller</i><br><br><i>Personal Information Processor</i><br><br><i>External Client/s/Complainant/s</i> |
|   | 1.1 Make access or the necessary corrections of personal information                              | None   | 4 hours              | <i>Legal Counsel/<br/>Corporate Secretary/<br/>Data Protection Officer<br/>Office of the Legal Counsel</i><br><br><i>Personal Information Controller</i><br><br><i>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<br/>Office of the President and CEO</i>  |
| <b>TOTAL</b>  |   | <b>None</b>                                      | <b>1 Working Day</b> |   |



PORORO POINT MANAGEMENT CORPORATION

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

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

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

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

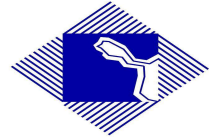


PORORO POINT MANAGEMENT CORPORATION

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

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

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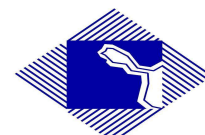
PORO POINT MANAGEMENT CORPORATION

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

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

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

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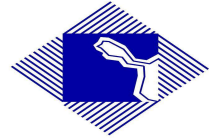
PORO POINT MANAGEMENT CORPORATION

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

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

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

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PORO POINT MANAGEMENT CORPORATION

# **Office of the Legal Counsel**

## **Internal Services**

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PORORO POINT MANAGEMENT CORPORATION

## 1. Provision of Legal Documents

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

|  |  |   |  |   |
|--|--|---|--|---|
| <b>Office or Division:</b>   | Office of the Legal Counsel  |   |  |   |
| <b>Classification:</b>   | Simple   |   |  |   |
| <b>Type of Transaction:</b>  | G2G – Government to Government   |   |  |   |
| <b>Who may avail:</b>  | PPMC Board of Directors and Officers   |   |  |   |
| <b>CHECKLIST OF REQUIREMENTS</b>   |  | <b>WHERE TO SECURE</b>                            |  |   |
| 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. |  |   |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>                            | <b>PROCESSING TIME</b>                 | <b>PERSON RESPONSIBLE</b>   |
| 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><br>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><br>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><br>Office of the Legal Counsel                  |
|  | <b>TOTAL</b>   | <b>None</b>                                       | <b>3 Working Days</b>                  |   |

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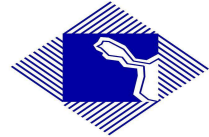
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## 2. Rendering of Legal Opinions

To make necessary legal opinion to the involve parties.

| <b>Office or Division:</b>   | Office of the Legal Counsel   |   |  |   |
|--|---|---|--|---|
| <b>Classification:</b>   | Complex   |   |  |   |
| <b>Type of Transaction:</b>  | G2G – Government to Government  |   |  |   |
| <b>Who may avail:</b>  | 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<br><br>Review memorandum and instruct Legal Researcher to draft comments/legal opinion | None  | 10 minutes                             | <i>Legal Researcher</i><br>Office of the Legal Counsel<br><br><i>Legal Counsel/Corporate Secretary</i><br>Office of the Legal Counsel |
|  | 1.1 Draft comments/legal opinion and endorse the same to Legal Counsel<br><br>Review and finalize comments/legal opinion                              | None  | 6 working days, 7 hours and 40 minutes | <i>Legal Researcher</i><br>Office of the Legal Counsel<br><br><i>Legal Counsel/Corporate Secretary</i><br>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><br>Office of the Legal Counsel  |
|  | <b>TOTAL</b>  | <b>None</b>                                       | <b>7 Working Days</b>                  |   |





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.

| <b>Office or Division:</b>   | Office of the Legal Counsel  |   |                 |   |
|--|--|---|-----------------|---|
| <b>Classification:</b>   | Simple   |   |                 |   |
| <b>Type of Transaction:</b>  | G2G – Government to Government   |   |                 |   |
| <b>Who may avail:</b>  | 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<br><br>Review documents and minutes of the Board Meeting        | None  | 20 minutes      | <i>Legal Researcher</i><br>Office of the Legal Counsel  |
|  | 1.1 Process and make the possible action on the said request.<br><br>Prepare draft Secretary's Certificate                       | None  | 2 working days  | <i>Legal Counsel/Corporate Secretary</i><br>Office of the Legal Counsel<br><br><i>Legal Researcher</i><br>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><br>Office of the Legal Counsel  |
|  | 1.3 Sign Secretary's Certificate   | None  | 10 minutes      | <i>Legal Counsel/Corporate Secretary</i><br>Office of the Legal Counsel   |



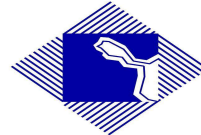
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|  |   |             |                        |  |
|--|---|-------------|------------------------|--|
|  | 1.4 Notarize Secretary's Certificate, provide four (4) copies to requestor and file one (1) copy of notarized Secretary's Certificate | None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

#### 4. Implementation of Contracts/Agreements

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

| <b>Office or Division:</b>  | Office of the Legal Counsel  |   |                 |   |
|---|--|---|-----------------|---|
| <b>Classification:</b>  | Complex  |   |                 |   |
| <b>Type of Transaction:</b>   | G2G – Government to Government   |   |                 |   |
| <b>Who may avail:</b>   | PPMC Board of Directors and Officers   |   |                 |   |
| CHECKLIST OF REQUIREMENTS   |  | WHERE TO SECURE                                   |                 |   |
| 1. Memorandum requesting for the preparation/review of contracts/agreements, and/or equivalent materials, copy of contract/agreement to be reviewed – one (1) original copy |  | To originate from the requesting party or office. |                 |   |
| CLIENT STEPS  | AGENCY ACTIONS   | FEES TO BE PAID                                   | PROCESSING TIME | PERSON RESPONSIBLE  |
| 1. Send/Endorse the memorandum requesting for the preparation/review of contracts/agreements  | 1. Receive the memorandum requesting for the preparation/review of contracts/agreements<br><br>Conduct legal review/Prepare draft contracts/agreements | None  | 10 minutes      | <i>Legal Counsel/Corporate Secretary</i><br>Office of the Legal Counsel<br><br><i>Legal Researcher</i><br>Office of the Legal Counsel |



PORO POINT MANAGEMENT CORPORATION

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

## 5. Filing/Preparation of Pleadings in Court

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

|  |                                      |   |                        |                           |
|--|--------------------------------------|---|------------------------|---------------------------|
| <b>Office or Division:</b>   | Office of the Legal Counsel          |   |                        |                           |
| <b>Classification:</b>   | Highly Technical                     |   |                        |                           |
| <b>Type of Transaction:</b>  | G2G – Government to Government       |   |                        |                           |
| <b>Who may avail:</b>  | PPMC Board of Directors and Officers |   |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>   |                                      | <b>WHERE TO SECURE</b>                            |                        |                           |
| 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. |                        |                           |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>                | <b>FEES TO BE PAID</b>                            | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |



PORO POINT MANAGEMENT CORPORATION

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

## 6. Preparation of Materials for Board Meeting

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

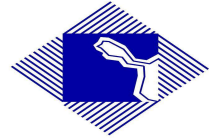
|  |                                      |                        |
|--|--------------------------------------|------------------------|
| <b>Office or Division:</b>                                       | Office of the Legal Counsel          |                        |
| <b>Classification:</b>   | Simple                               |                        |
| <b>Type of Transaction:</b>                                      | G2G – Government to Government       |                        |
| <b>Who may avail:</b>  | PPMC Board of Directors and Officers |                        |
| <b>CHECKLIST OF REQUIREMENTS</b>                                 |                                      | <b>WHERE TO SECURE</b> |
| 1. Transcript of the Meeting Proceeding – one (1) printed copy   |                                      | Corporate Secretary    |
| 2. Inputs from the PPMC Heads of Offices – one (1) original copy |                                      | PPMC Heads of Offices  |



PORORO POINT MANAGEMENT CORPORATION

| CLIENT STEPS   | AGENCY ACTIONS   | FEES TO BE PAID | PROCESSING TIME        | PERSON RESPONSIBLE   |
|--|--|-----------------|------------------------|--|
| 1. Submit the Agenda item/s (matters that are for Board Information, action, and approval) and the corresponding | 1. Receive the Agenda Items/other Board Materials and  | None            | 2 working days         | <i>Legal Counsel/Corporate Secretary</i><br>Office of the Legal Counsel<br><br><i>Legal Researcher</i>                                     |
| materials to the Legal Counsel/Corporate Secretary   | corresponding materials<br><br>Review documents submitted  |                 |                        | Office of the Legal Counsel<br><br><i>Board Secretary</i><br>Board Secretariat   |
|  | 1.1 Prepare the Minutes of the Meeting, Matters Arising from the Board Meeting, and the Agenda               | None            | 7 hours and 30 minutes | <i>Legal Counsel/Corporate Secretary</i><br>Office of the Legal Counsel  |
|  | 1.2 Finalize all the drafts of the said documents and arrange particularly base from the Agenda as reference | None            | 30 Minutes             | <i>Legal Counsel/Corporate Secretary</i><br>Office of the Legal Counsel<br><br><i>President and CEO</i><br>Office of the President and CEO |
|  | <b>TOTAL</b>   | <b>None</b>     | <b>3 Working Days</b>  |  |

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## **Office for Finance External Services**



PORORO POINT MANAGEMENT CORPORATION

## 1. Payment of Goods/Services Rendered to Government Suppliers

Release of payment to Government Suppliers

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



PORORO POINT MANAGEMENT CORPORATION

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

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

Remit the dividends declared

|   |  |                        |                             |   |
|---|--|------------------------|-----------------------------|---|
| <b>Office or Division:</b>  | Office for Finance                                   |                        |                             |   |
| <b>Classification:</b>  | Complex  |                        |                             |   |
| <b>Type of Transaction:</b>   | G2G - Government to Government                       |                        |                             |   |
| <b>Who may avail:</b>   | Department of Finance (DOF)                          |                        |                             |   |
| <b>CHECKLIST OF REQUIREMENTS</b>  |  |                        | <b>WHERE TO SECURE</b>      |   |
| 1. Audited Financial Statements – one (1) original copy                       |  |                        | Commission on Audit (COA)   |   |
| 2. Board Resolution – one (1) original copy                                   |  |                        | PPMC Board                  |   |
| 3. Remittance Advise – one (1) original copy or printed copy (sent via email) |  |                        | Department of Finance (DOF) |   |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>                                | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b>      | <b>PERSON RESPONSIBLE</b>                                     |
| 1. COA sends the Audited Financial Statements                                 | 1. Receive the Audited Financial Statements from COA | None                   | 30 minutes                  | <i>Executive Secretary</i><br>Office of the President and CEO |





PORO POINT MANAGEMENT CORPORATION

|  |   |      |                        |   |
|--|---|------|------------------------|---|
|  | 1.1 Endorse the receive Audited Financial Statements to Office for Finance  | None | 30 minutes             | <i>President and CEO</i><br>Office of the President and CEO   |
|  | 1.2 Compute the dividends to be submitted based on the Corporation's net income for the year  | None | 2 hours and 30 minutes | <i>Accountant</i><br>Office for Finance<br><br><i>Finance Manager</i><br>Office for Finance                                 |
|  | 1.3 Sign and approve the computed dividends   | None | 30 minutes             | <i>President and CEO</i><br>Office of the President and CEO   |
|  | 1.4 Transmit Through email the computation to DOF   | None | 30 minutes             | <i>Finance Manager</i><br>Office for Finance  |
|  | 1.5 Waiting period for the remittance advice from DOF   | None | 6 working days         | <i>Finance Manager</i><br>Office for Finance  |
|  | 1.6 Receive the remittance advice from DOF for endorsement to PPMC Board Approval   | None | 30 minutes             | <i>Finance Manager</i><br>Office for Finance  |
|  | 1.7 Received the approved declaration and remittance of dividends and prepare the check and attached the reviewed corresponding documents/attachments needed. | None | 30 minutes             | <i>Finance Analyst</i><br>Office for Finance  |
|  | 1.8 Review the payee name printed on the check  | None | 30 minutes             | <i>Accountant</i><br>Office for Finance   |
|  | 1.9 Review of documents, sign disbursement voucher and check voucher.   | None | 1 hour                 | <i>Finance Manager</i><br>Office for Finance<br><br><i>VP for HR and Administration</i><br>Office for HR and Administration |
|  | 1.10 Review of documents, sign disbursement voucher and check voucher   | None | 30 minutes             | <i>President and CEO</i><br>Office of the President and CEO   |



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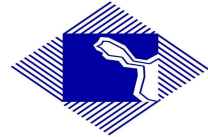
|              |  |             |                       |                               |
|--------------|--|-------------|-----------------------|-------------------------------|
|              | 1.11 Release of check payment to the Government Agency | None        | 30 minutes            | Cashier<br>Office for Finance |
| <b>TOTAL</b> |  | <b>None</b> | <b>7 Working Days</b> |                               |

### 3. Submission of Proposed Corporate Operating Budget to BCDA

To submit the proposed Corporate Operating Budget

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

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|  |  |      |                |   |
|--|--|------|----------------|---|
|  | 1.3 Consolidate the initially submitted PPMP budget proposal   | None | 2 working days | <i>Finance Manager</i><br>Office for Finance<br><i>Budget Officer</i><br>Office for Finance     |
|  | 1.4 Conduct meeting to Head of Offices for the budget deliberation and consultation based on the initially submitted budget per Office | None | 1 working day  | <i>Finance Manager</i><br>Office for Finance  |
|  | 1.5 Revise budget based on the agreed deliberation and consultation by the different Head of Offices                                   | None | 1 working day  | <i>Finance Manager</i><br>Office for Finance<br><br><i>Budget Officer</i><br>Office for Finance |
|  | 1.6 Present the revise budget to Head of Offices for finalization  | None | 1 working day  | <i>Finance Manager</i><br>Office for Finance  |
|  | 1.7 Prepare the final budget proposals   | None | 1 working day  | <i>Finance Manager</i><br>Office for Finance<br><br><i>Budget Officer</i><br>Office for Finance |
|  | 1.8 Present budget proposals to President & CEO  | None | 15 minutes     | <i>Finance Manager</i><br>Office for Finance  |
|  | 1.9 Revise and prepare budget proposals based on the comments and suggestions by the President and CEO                                 | None | 1 working day  | <i>Finance Manager</i><br>Office for Finance<br><br><i>Budget Officer</i><br>Office for Finance |



PORO POINT MANAGEMENT CORPORATION

|  |   |      |               |   |
|--|---|------|---------------|---|
|  | 1.10 Present the revised budget proposals to the President and CEO  | None | 15 minutes    | <i>Finance Manager Office for Finance</i>   |
|  | 1.11 Approval of the proposed corporate operating budget by the President & CEO   | None | 15 minutes    | <i>President and CEO Office of the President and CEO</i>                                  |
|  | 1.12 Present the budget proposals to Finance Committee and PPMC Board for their approval                                    | None | 1 working day | <i>Finance Manager Office for Finance</i>   |
|  | 1.13 Revise and prepare budget proposals based on the comments and suggestions by the PPMC Board, if any                    | None | 15 minutes    | <i>Finance Manager Office for Finance</i><br><br><i>Budget Officer Office for Finance</i> |
|  | 1.14 Transmit the PPMC Approved Corporate Budget to BCDA  | None | 15 minutes    | <i>Finance Manager Office for Finance</i><br><br><i>Budget Officer Office for Finance</i> |
|  | 1.15 Present the PPMC Corporate Operating Budget Proposal to the BCDA-Finance and Investment Committee (FIC) for discussion | None | 3 hours       | <i>PPMC President and CEO and Finance and Investment Committee Chair/Members</i>          |

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PORO POINT MANAGEMENT CORPORATION

|  |   |      |            |   |
|--|---|------|------------|---|
|  | 1.16 Conduct a meeting with BCDA Budget Department based on the result of discussion on the BCDA-FIC presentation | None | 3 hours    | <i>PPMC President and CEO, Top Management and Budget Officer</i>                          |
|  | 1.17 Revise and prepare PPMC Corporate Operating Budget based on the comments and suggestions by the BCDA-FIC     | None | 2 hours    | <i>Finance Manager Office for Finance</i><br><br><i>Budget Officer Office for Finance</i> |
|  | 1.18 Provide copy of letter to Head of Offices issued by BCDA approving the PPMC Corporate Operating Budget       | None | 2 hours    | <i>Finance Manager Office for Finance</i><br><br><i>Budget Officer Office for Finance</i> |
|  | 1.19 Present to PPMC Board the approved PPMC Corporate Operating Budget issued by BCDA for approval               | None | 2 hours    | <i>Finance Manager Office for Finance</i>   |
|  | 1.20 Request for fund release from BCDA of the approved Corporate Operating Budget                                | None | 15 minutes | <i>Finance Manager Office for Finance</i><br><br><i>Budget Officer Office for Finance</i> |



PORO POINT MANAGEMENT CORPORATION

|              |   |             |                        |   |
|--------------|---|-------------|------------------------|---|
|              | 1.21 Upload the PPMC Corporate Operating Budget on the ERP System | None        | 15 minutes             | <i>Budget Officer</i><br>Office for Finance |
| <b>TOTAL</b> |   | <b>None</b> | <b>20 Working Days</b> |   |

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

To submit the financial reports required by COA

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



PORO POINT MANAGEMENT CORPORATION

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

To submit the financial reports required by BCDA

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



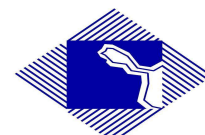
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## 6. Submission of Financial Reports and Other Related Reports to GCG

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

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



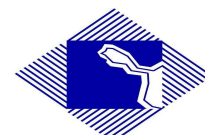


PORORO POINT MANAGEMENT CORPORATION

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

To submit the request for supplemental budget

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

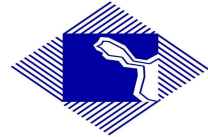


PORORO POINT MANAGEMENT CORPORATION

## 8. Payment of Goods/Services Rendered to Suppliers

Release of payment to Suppliers

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



PORORO POINT MANAGEMENT CORPORATION

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

## 9. Payment of Salaries to Laborers

Release of salaries to laborers with an approved job order contract

|  |  |                                  |                        |                           |
|--|--|----------------------------------|------------------------|---------------------------|
| <b>Office or Division:</b>   | Office for Finance                           |                                  |                        |                           |
| <b>Classification:</b>   | Complex                                      |                                  |                        |                           |
| <b>Type of Transaction:</b>  | G2G - Government to Citizens                 |                                  |                        |                           |
| <b>Who may avail:</b>  | Laborers with an approved job order contract |                                  |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>                                     |  | <b>WHERE TO SECURE</b>           |                        |                           |
| 1. Daily Time Record – one (1) photocopy                             |  | Office for HR and Administration |                        |                           |
| 2. Contract and Summary of Work Accomplished – one (1) original copy |  | Office for HR and Administration |                        |                           |
| 3. Summary of Overtime and Tardiness – one (1) original copy         |  | Office for HR and Administration |                        |                           |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>                        | <b>FEES TO BE PAID</b>           | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |



PORORO POINT MANAGEMENT CORPORATION

|   |   |      |            |   |
|---|---|------|------------|---|
| 1. Office for HR and Administration submits the copy of DTR, summary of work accomplished and summary of overtime and tardiness | 1. Review and receive the complete and approved documentary requirement relative to the preparation of payroll. | None | 15 minutes | <i>Finance Analyst</i><br>Office for Finance  |
|   | 1.1 Preparation payroll summary.  | None | 1 hour     | <i>Finance Analyst</i><br>Office for Finance  |
|   | 1.2 Review, check and validate the prepared payroll and its corresponding attachments.                          | None | 1 hour     | <i>Accountant</i><br>Office for Finance   |
|   | 1.3 Validate and counter check prepared payroll summary.  | None | 1 hour     | <i>Finance Manager</i><br>Office for Finance  |
|   | 1.4 Prepare disbursement voucher and check payable to Cashier   | None | 15 minutes | <i>Finance Analyst</i><br>Office for Finance<br><br><i>Cashier</i><br>Office for Finance                                    |
|   | 1.5 Review the payee name printed on the check and sign the necessary attachments.                              | None | 20 minutes | <i>Accountant</i><br>Office for Finance   |
|   | 1.6 Review of documents, sign disbursement voucher and check voucher.   | None | 1 hour     | <i>Finance Manager</i><br>Office for Finance<br><br><i>VP for HR and Administration</i><br>Office for HR and Administration |
|   | 1.7 Review of documents, sign disbursement voucher and check voucher.   | None | 2 hours    | <i>President and CEO</i><br>Office of the President and CEO   |



PORO POINT MANAGEMENT CORPORATION

|  |   |             |                      |   |
|--|---|-------------|----------------------|---|
|  | 1.8 Release of signed and approved check relative to payroll of laborers. | None        | 10 minutes           | <i>Executive Secretary</i><br>Office of the President and CEO |
|  | 1.9 Encashment of check.  | None        | 30 minutes           | <i>Cashier</i><br>Office for Finance                          |
|  | 1.10 Release of salaries and wages to laborers.                           | None        | 30 minutes           | <i>Cashier</i><br>Office for Finance                          |
|  | <b>TOTAL</b>  | <b>None</b> | <b>1 Working Day</b> |   |

## 10. Payment of Services Rendered by Individual

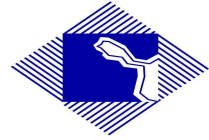
Release of payment to individual

|   |  |  |                        |  |
|---|--|--|------------------------|--|
| <b>Office or Division:</b>  | Office for Finance   |  |                        |  |
| <b>Classification:</b>  | Complex  |  |                        |  |
| <b>Type of Transaction:</b>   | G2B - Government to Citizens   |  |                        |  |
| <b>Who may avail:</b>   | Any individual with an approved request  |  |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>  |  | <b>WHERE TO SECURE</b>   |                        |  |
| 1. Contract – one (1) original copy   |  | Office for HR and Administration – Procurement; PPMC Offices (End User Unit) |                        |  |
| 2. Job/Purchase Order – one (1) original copy   |  | Office for HR and Administration – Procurement                               |                        |  |
| 3. Purchase Request – one (1) original copy   |  | Office for HR and Administration – Procurement                               |                        |  |
| 4. Inspection and Acceptance Report – one (1) original copy   |  | Office for HR and Administration – Procurement                               |                        |  |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>   | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                    |
| 1. Office for HR and Administration – Procurement submits the complete set of documentary requirements and submit to Office for Finance | 1. Receive the complete documents for the preparation of disbursement voucher/summary of payment or schedule | None   | 10 minutes             | <i>Finance Analyst</i><br>Office for Finance |



PORO POINT MANAGEMENT CORPORATION

|              |  |             |                       |   |
|--------------|--|-------------|-----------------------|---|
|              | 1.1 Review, check and sign the prepared disbursement voucher and corresponding attachments and adjustment of entries if any. | None        | 30 minutes            | <i>Accountant</i><br>Office for Finance<br><br><i>Finance Manager</i><br>Office for Finance                                 |
|              | 1.2 Prepare the check voucher and attached the reviewed corresponding documents/attachments needed.                          | None        | 10 minutes            | <i>Finance Analyst</i><br>Office for Finance  |
|              | 1.3 Review the payee name printed on the check versus on the Purchase Order or contract indicated therein.                   | None        | 10 minutes            | <i>Accountant</i><br>Office for Finance   |
|              | 1.4 Review of documents, sign disbursement voucher and check voucher.  | None        | 5 hours               | <i>Finance Manager</i><br>Office for Finance<br><br><i>VP for HR and Administration</i><br>Office for HR and Administration |
|              | 1.5 Review of documents, sign disbursement voucher and check voucher.  | None        | 1 hour and 30 minutes | <i>President and CEO</i><br>Office of the President and CEO   |
|              | 1.6 Release of check payment   | None        | 30 minutes            | <i>Cashier</i><br>Office for Finance<br><br><i>Finance Analyst</i><br>Office for Finance                                    |
| <b>TOTAL</b> |  | <b>None</b> | <b>1 Working Day</b>  |   |



PORO POINT MANAGEMENT CORPORATION

## **Office for Finance Internal Services**



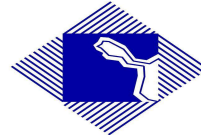
PORO POINT MANAGEMENT CORPORATION

## 1. Granting of Cash Advance

Release of cash advance  
request

| <b>Office or Division:</b>  | Office for Finance  |  |                 |   |
|---|---|--|-----------------|---|
| <b>Classification:</b>  | Simple  |  |                 |   |
| <b>Type of Transaction:</b>   | G2G - Government to Government  |  |                 |   |
| <b>Who may avail:</b>   | 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><br>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><br>Office for Finance<br><br><i>Finance Manager</i><br>Office for Finance |
|   | 1.3 Prepare the check voucher and attached the reviewed corresponding documents/attachments needed. | None   | 15 minutes      | <i>Finance Analyst</i><br>Office for Finance<br><br><i>Cashier</i><br>Office for Finance    |





PORORO POINT MANAGEMENT CORPORATION

|  |  |             |                      |   |
|--|--|-------------|----------------------|---|
|  | 1.4 Review the payee name printed on the                                       | None        | 15 minutes           | <i>Accountant</i><br>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><br>Office for Finance<br><br><i>VP for HR and Administration</i><br>Office for HR and Administration |
|  | 1.6 Review of documents, sign disbursement voucher and check voucher.          | None        | 5 hours              | <i>President &amp; CEO</i><br>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><br>Office for Finance<br><br><i>Cashier</i><br>Office for Finance                                    |
|  | <b>TOTAL</b>   | <b>None</b> | <b>1 Working Day</b> |   |

## 2. Granting of Petty Cash Advance

Release of petty cash advance request

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

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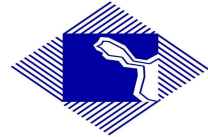
PORO POINT MANAGEMENT CORPORATION

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

### 3. Payment of Salaries to Employees

Release of salaries to employees

|  |                                |                                  |                        |                           |
|--|--------------------------------|----------------------------------|------------------------|---------------------------|
| <b>Office or Division:</b>   | Office for Finance             |                                  |                        |                           |
| <b>Classification:</b>   | Complex                        |                                  |                        |                           |
| <b>Type of Transaction:</b>  | G2G - Government to Government |                                  |                        |                           |
| <b>Who may avail:</b>  | All employees of PPMC          |                                  |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>                                       |                                | <b>WHERE TO SECURE</b>           |                        |                           |
| 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 |                        |                           |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>          | <b>FEES TO BE PAID</b>           | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |



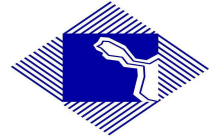
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| 1. The Office for HR and Admin submits the summary of overtime and tardiness per period | 1. Review and receive the complete and approved documentary requirement relative to the preparation of payroll. | None | 15 minutes | <i>Finance Analyst</i><br>Office for Finance |
|   | 1.1 Preparation of payroll summary.   | None | 2 hours    | <i>Finance Analyst</i> Office for Finance    |
|   | 1.2 Review, check and validate the prepared payroll and its corresponding attachments.                          | None | 1 hour     | <i>Accountant</i><br>Office for Finance      |
|   | 1.3 Validate and counter check prepared payroll summary.  | None | 1 hour     | <i>Finance Manager</i><br>Office for Finance |
|   | 1.4 Prepare authorization letter addressed to the bank.   | None | 15 minutes | <i>Finance Analyst</i><br>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><br>Office for Finance      |



PORO POINT MANAGEMENT CORPORATION

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|  | 1.8 Sign payroll list summary, authorization letter and its corresponding attachments.                                 | None        | 20 minutes           | <i>Finance Manager</i><br>Office for Finance<br><br><i>VP for HR and Administration</i><br>Office for HR and Administration |
|  | 1.9 Review and sign payroll summary, authorization letter and its corresponding attachments.                           | None        | 2 hours              | <i>President &amp; CEO</i><br>Office of the President and CEO<br><br><i>Corporate Treasurer</i><br>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><br>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><br>Office for Finance<br><br><i>Finance Analyst</i><br>Office for Finance                                    |
|  | <b>TOTAL</b>   | <b>None</b> | <b>1 Working Day</b> |   |



PORO POINT MANAGEMENT CORPORATION

## **Office for Infrastructure Management External Services**



PORO POINT MANAGEMENT CORPORATION

## 1. Issuance of Building Permit

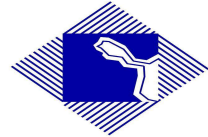
The Application for Building Permit involves the processing of application up to issuance of Building Permits for all buildings to be erected/constructed within the Poro Point Freeport Zone (PPFZ) prior to the commencement of any work.

| <b>Office or Division:</b>  | Office for Infrastructure Management   |
|---|--|
| <b>Classification:</b>  | Highly Technical   |
| <b>Type of Transaction:</b>   | G2C (Government to Citizen)<br>G2B (Government to Businesses)  |
| <b>Who may avail:</b>   | Citizens or Corporations who plans to construct/erect a structure/building within the PPFZ.  |
| CHECKLIST OF REQUIREMENTS   | WHERE TO SECURE  |
| <p><b>For New Construction or Renovation Permit Application, five (5) sets of the following should be submitted:</b></p> <ol style="list-style-type: none"> <li>1. Authority to Construct.</li> <li>2. Environmental Compliance Certificate (ECC)</li> <li>3. Land Use and Zoning to include: <ol style="list-style-type: none"> <li>a. Site development plan (Reflecting Setbacks and Lot Building Dimensions)</li> <li>b. Vicinity Map (Approximately 1km. Radius)</li> <li>c. Perspective</li> <li>d. Elevation (Reflecting Building Height)</li> <li>e. Lot Plan with Technical Data</li> <li>f. All Architectural Plans should be duly signed and sealed by a licensed Architect.</li> </ol> </li> <li>4. Building Permit Application duly signed by a licensed Architect / Civil Engineer and building lessee/owner.</li> <li>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:</li> </ol> | <ol style="list-style-type: none"> <li>1. Client availing of the service</li> <li>2. Department of Environment and Natural Resources (DENR)</li> <li>a. Client availing of the service</li> <li>b. Client availing of the service</li> <li>c. Client availing of the service</li> <li>d. Client availing of the service</li> <li>e. Client availing of the service</li> <li>f. Client availing of the service</li> <li>4. PPMC Office for Infrastructure Management/Office of the Building Official</li> <li>5. PPMC Office for Infrastructure Management/Office of the Building Official</li> </ol> |



PORO POINT MANAGEMENT CORPORATION

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| <ul style="list-style-type: none"> <li>a. Site/civil works plan signed and sealed by a Civil Engineer (showing the exact location of project, including parking areas, driveways, structures, etc.)</li> <li>b. Architectural plans signed and sealed by an Architect.</li> <li>c. Structural/civil plans signed and sealed by a Civil Engineer.</li> <li>d. Electrical plans and application duly signed and sealed by a Professional Electrical Engineer.</li> <li>e. Sanitary plans and application duly signed by a Sanitary Engineer.</li> <li>f. Plumbing plans and application duly signed by a Master Plumber.</li> <li>g. Mechanical plans and application duly signed and sealed by a Professional Mechanical Engineer.</li> <li>h. Fire protection plans signed and sealed by corresponding Engineer.</li> <li>i. Electronics plan and application duly signed and sealed by an Electronics Engineer.</li> </ul> | <ul style="list-style-type: none"> <li>a. Client availing of the service</li> <li>b. Client availing of the service</li> <li>c. Client availing of the service</li> <li>d. Client availing of the service</li> <li>e. Client availing of the service</li> <li>f. Client availing of the service</li> <li>g. Client availing of the service</li> <li>h. Client availing of the service</li> <li>i. Client availing of the service</li> </ul> |
| <ul style="list-style-type: none"> <li>6. Construction specifications of the project, jointly signed and sealed by the corresponding Architect or Engineer and confirmed by the lessee/owner.</li> </ul>  | <ul style="list-style-type: none"> <li>6. Client availing of the service</li> </ul>   |
| <ul style="list-style-type: none"> <li>7. Bill of Materials duly signed and sealed by the corresponding Architect or Engineer.</li> </ul>   | <ul style="list-style-type: none"> <li>7. Client availing of the service</li> </ul>   |
| <ul style="list-style-type: none"> <li>8. Structural computation and analysis duly signed and sealed by a Civil Engineer.</li> </ul>  | <ul style="list-style-type: none"> <li>8. Client availing of the service</li> </ul>   |
| <ul style="list-style-type: none"> <li>9. Hydraulic/Flow computation for drainage/fire protection duly signed and sealed by corresponding Engineer.</li> </ul>  | <ul style="list-style-type: none"> <li>9. Client availing of the service</li> </ul>   |



PORORO POINT MANAGEMENT CORPORATION

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| <p>10. Geotechnical Investigation Report signed and sealed by Geotechnical Engineer.</p> <p>11. Logbook (for use during construction)</p> <p>12. Photocopy of PRC ID and PTR of Engineer/Architect involved in the project.</p> <p>13. Photocopy of Tax Identification Number (TIN) of lessee/owner.</p> <p>14. Air Transportation Office (ATO) Height Clearance (For San Fernando Airport Area only)</p> <p>15. Construction Safety and Health Program duly approved by DOLE</p> <p><b>For Demolition Permit Application, five (5) sets of the following should be submitted:</b></p> <ol style="list-style-type: none"> <li>1. Authority to Demolish.</li> <li>2. Demolition Permit Application duly signed and sealed by a licensed Architect/Civil Engineer and concurred by the lessee/owner.</li> <li>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"> <li>a. Location plan signed and sealed by an Architect or Civil Engineer (showing the exact location of structure to be demolished)</li> <li>b. Removal/Demolition Plan</li> </ol> </li> </ol> <p><b>For Excavation, Ground Preparation and Soil Investigation Permit Application, five (5) sets of the following should be submitted:</b></p> <ol style="list-style-type: none"> <li>1. Letter from the lessee requesting for Excavation, Ground Preparation &amp; Soil Investigation Permit.</li> <li>2. Authority to Construct.</li> </ol> | <p>10. Client availing of the service</p> <p>11. Client availing of the service</p> <p>12. Client availing of the service</p> <p>13. Client availing of the service</p> <p>14. Civil Aviation Authority of the Philippines (CAAP)</p> <p>15. Department of Labor and Employment (DOLE)</p> <p>1. Client availing of the service</p> <p>2. PPMC Office for Infrastructure Management/Office of the Building Official</p> <p>3. Client availing of the service</p> <p>a. Client availing of the service</p> <p>b. Client availing of the service</p> <p>1. Client availing of the service</p> <p>2. Client availing of the service</p> |
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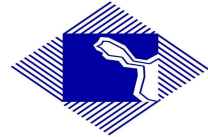
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| <ol style="list-style-type: none"> <li>3. Excavation, Ground Preparation and Soil Investigation Permit Application duly signed by a licensed Architect/Civil Engineer and concurred by the owner.</li> <li>4. Building plans conforming to Standard form Type A or B of the National Building Code of the Philippines to include:               <ol style="list-style-type: none"> <li>a. Location plan and existing site plan signed and sealed by Civil Engineer (showing lot boundary &amp; the exact location of area to be excavated, structures and trees to be affected by ground preparations.</li> <li>b. Excavation plans with volume computation.</li> <li>c. Grading Plan/Borehole location/Disposal Plans.</li> </ol> </li> </ol>   | <ol style="list-style-type: none"> <li>3. PPMC Office for Infrastructure Management/Office of the Building Official</li> <li>4. Client availing of the service               <ol style="list-style-type: none"> <li>a. Client availing of the service</li> <li>b. Client availing of the service</li> <li>c. Client availing of the service</li> </ol> </li> </ol>   |
| <p><b>For Fencing Permit Application, five (5) sets of the following should be submitted:</b></p> <ol style="list-style-type: none"> <li>1. Letter from the lessee requesting for Fencing Permit.</li> <li>2. Authority to Construct.</li> <li>3. Fencing Permit Application duly signed and sealed by an Architect or Civil engineer and concurred by the lessee.</li> <li>4. Building plans confirming to Standard form Type A or B of the National Building Code to include:               <ol style="list-style-type: none"> <li>a. Location plan and site development plan signed and sealed by an Architect or Civil Engineer (showing the exact location of the project, lot boundary, including parking areas, driveways, structures, etc.)</li> <li>b. Fencing Plans and details.</li> <li>c. Lot Plan with Technical Data</li> </ol> </li> </ol> | <ol style="list-style-type: none"> <li>1. Client availing of the service</li> <li>2. Client availing of the service</li> <li>3. PPMC Office for Infrastructure Management/Office of the Building Official</li> <li>4. Client availing of the service               <ol style="list-style-type: none"> <li>a. Client availing of the service</li> <li>b. Client availing of the service</li> <li>c. Client availing of the service</li> </ol> </li> </ol> |



PORO POINT MANAGEMENT CORPORATION

| <p><b>For Repair/Repainting Permit Application, five (5) sets of the following should be submitted:</b></p> <ol style="list-style-type: none"> <li>1. Letter from the lessee with corresponding scope of work.</li> <li>2. Bill of Materials/Construction Cost.</li> </ol> |   |                 |                 |   |
|--|---|-----------------|-----------------|---|
| <ol style="list-style-type: none"> <li>1. Client availing of the service</li> <li>2. Client availing of the service</li> </ol>   |   |                 |                 |   |
| CLIENT STEPS   | AGENCY ACTIONS  | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE  |
| 1. Proceed to the Office for Infrastructure Management; submit request for construction permit   | 1. Provide the client with a short briefing on the service and its requirement. Issue appropriate forms and check list of requirements. | None            | 10 minutes      | <i>Land and Assets Development Assistant</i><br>Office for Infrastructure Management<br><br><i>Construction and Maintenance Officer</i><br>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><br>Office for Infrastructure Management<br><br><i>Construction and Maintenance Officer</i><br>Office for Infrastructure Management |



PORO POINT MANAGEMENT CORPORATION

|  |  |      |                |   |
|--|--|------|----------------|---|
|  | 2.1 Logs Application   | None | 10 minutes     | <i>Construction and Maintenance Officer</i><br>Office for Infrastructure Management   |
|  | 2.2 Prepares/ Reviews/Signs Transmittal Memorandum   | None | 1 working day  | <i>Construction and Maintenance Officer</i><br>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><br>Office for Infrastructure Management   |
|  | 2.4 Review/Assess plans by concerned Engineers/ Architect/Fire Chief<br>Assess corresponding permit fees | None | 4 working days | <i>Civil Engineer, Architect, Geodetic Engineer, Electrical Engineer, Sanitary Engineer</i><br>Office for Infrastructure Management<br><br><i>Fire Chief</i><br>Office for Airport Management |
|  | 2.5 Collates comments and recommendations from all concerned   | None | 1 working day  | <i>Construction and Maintenance Officer</i>   |



PORO POINT MANAGEMENT CORPORATION

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|  | Engineers/<br>Architect/Fire Chief  |  |               | Office for<br>Infrastructur<br>e<br>Manageme<br>nt  |
|  | 2.6 Collates assessed<br>corresponding<br>permit fees   | None   | 1 working day | <i>Constructio<br/>n and<br/>Maintenanc<br/>e Officer</i><br>Office for<br>Infrastructur<br>e<br>Manageme<br>nt |
|  | 2.7 Prepares Building<br>Permit and<br>Assessment Slip<br>for Signature                               | None   | 1 hour        | <i>Constructio<br/>n and<br/>Maintenanc<br/>e Officer</i><br>Office for<br>Infrastructur<br>e<br>Manageme<br>nt |
|  | 2.8 Review/<br>Approves/Signs<br>Building Permit<br>and Assessment<br>Slip                            | None   | 1 working day | <i>Building<br/>Official</i><br>Office for<br>Infrastructur<br>e<br>Manageme<br>nt                              |
|  | 2.9 Informs the<br>Applicant on the<br>assessed permit<br>fees and<br>recommendations<br>(if any)     | None   | 1 working day | <i>Constructio<br/>n and<br/>Maintenanc<br/>e Officer</i><br>Office for<br>Infrastructur<br>e<br>Manageme<br>nt |
|  | 2.10 Furnish the<br>PPMC<br>Cashier/Finance<br>Office copy of<br>assessment<br>(Order of<br>Payment). | None   | 10 minutes    | <i>Cashier</i><br>Office for<br>Finance   |
| 3. Proceed to<br>PPMC Cashier/<br>Finance Office<br>for payment of<br>assessed | 3. Receives the<br>payment for the<br>assessed Permit<br>fees   | National Building Code<br>(NBC) schedule of fees plus<br>10% of fees | 10 minutes    | <i>Cashier</i><br>Office for<br>Finance   |



PORO POINT MANAGEMENT CORPORATION

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| <p>Building Permit fee</p> |  | <p><b>NEW SCHEDULE OF FEES AND OTHER CHARGE</b></p> <p>1. Bases of assessment<br/> a. Character of occupancy or use of building/structure<br/> b. Cost of construction<br/> 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><b>LOCATION GROUP</b></p> <p>All Cities / Municipalities A, B, C, D, E, G, H &amp; 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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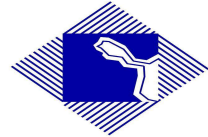
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|  |  | <p>ii) Additional/renovation/alteration up to 20.00 sq meters regardless of floor area of original construction – 2.40</p> <p>iii) Above 20.00 sq. meters to 50.00 sq. meters – 3.40</p> <p>iv) Above 50.00 sq. meters to 100.00 sq. meters – 4.80</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 &amp; 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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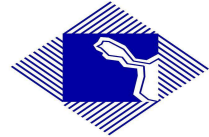
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|  |  | <p>iii) Above 6000 to 7000<br/>20.50</p> <p>iv) Above 7000 to 8000<br/>19.50</p> <p>v) Above 8000 to 9000<br/>18.00</p> <p>vi) Above 9000 to 10,000<br/>17.00</p> <p>vii) Above 10,000 to 15,000<br/>16.00</p> <p>viii) Above 15,000 to 20,000<br/>15.00</p> <p>ix) Above 20,000 to 30,000<br/>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<br/>Divisions C-2/ D-1, 2, 3<br/>Area in sq. meters Fee, (P)<br/>Per sq m.</p> <p>i) Up to 5000 – 12.00</p> <p>ii) Above 5000 to 6000 –<br/>11.00</p> <p>iii) Above 6000 to 7000 –<br/>10.20</p> <p>iv) Above 7000 to 8000 –<br/>9.60</p> |  |  |
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PORO POINT MANAGEMENT CORPORATION

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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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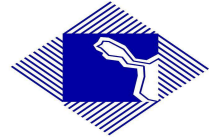
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|  |  | <p>NOTE: Total Connected Load as shown in the load schedule</p> <p>b Total Transformer/ Uninterrupted Power Supply (UPS)/ Generator Capacity (kVA) Fee, ( P )</p> <p>i) 5 kVA or less 40.00</p> <p>ii) Over 5 kVA to 50 kVA – 40.00 + 4.00/kVA</p> <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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PORO POINT MANAGEMENT CORPORATION

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|  |  | <p>reconnection or relocation and issuance of Wiring Permit:</p> <p>Use or Character of Occupancy<br/>Electric Meter Wiring Permit</p> <p>Residential P 15.00 P 15.00</p> <p>Commercial/Industrial 60.00<br/>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<br/>20.00</p> <p>v) Cable car, per kW or fraction thereof – (a) Per lineal meter travel – 40.00<br/>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>l Other Internal Combustion Engines, including cranes, forklifts, loaders, pumps, mixers, compressors and the like, not registered with the LTO, per kW: Fee, ( P )</p> <p>i) Up to 50 kW – 10.00</p> <p>ii) Above 50 kW to 100 kW – 12.00</p> <p>iii) Every kW above 100 kW or fraction thereof – 3.00</p> <p>m Pressure Vessels, per cu. meter or fraction thereof – Fee, ( P ) 60.00</p> <p>n Other Machinery/Equipment for commercial/ Industrial/ Institutional use not elsewhere specified, per kW or fraction thereof – Fee, ( P ) 60.00</p> <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".....<br/>(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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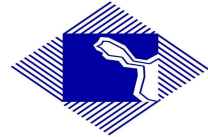
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|  |  | <p>xii) Each laboratory sink<br/>4.00</p> <p>xiii) Each fixed-type<br/>sterilizer 2.00</p> <p>d Each water meter Fee, ( P<br/> ) 2.00</p> <p>i) 12 to 25 mm diameter<br/>8.00</p> <p>ii) Above 25 mm diameter<br/>10.00</p> <p>e Construction of septic<br/>tank, applicable in all<br/>Groups Fee, ( P )</p> <p>i) Up to 5.00 cu. meter of<br/>digestion chamber 24.00</p> <p>ii) Every cu. meter or<br/>fraction thereof in excess of<br/>5.00 cu. meters – 7.00</p> <p>7. Electronic Fees Pay<br/>Items Description Fee, ( P )</p> <p>a Central Office switching<br/>equipment, remote<br/>switching units,<br/>concentrators,<br/>PABX/PBX's,<br/>cordless/wireless telephone<br/>and communication<br/>systems,<br/>intercommunication system<br/>and other type of<br/>switching/routing/<br/>distribution equipment used<br/>for voice, data image text,<br/>facsimile, internet, cellular,<br/>paging and other<br/>types/forms of wired or<br/>wireless communications<br/>2.40 per port</p> <p>b Broadcast station for radio<br/>and TV for both headed,<br/>transmitting/receiving/relay</p> |  |  |
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|  |  | <p>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 any form of electronics and</p> |  |  |
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|  |  | <p>communications services, irrespective of whether a user terminal is connected<br/>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<br/>Vaults with interior volume<br/>up to 20.00 cu. meters -<br/>20.00</p> <p>i) In excess of 20.00 cu.<br/>meters 8.00</p> <p>d Swimming Pools, per cu.<br/>meters or fraction thereof</p> <p>i) GROUP A Residential-<br/>3.00</p> <p>ii) Commercial/Industrial<br/>Groups B, E F, and G-<br/>36.00</p> <p>iii) Social/Recreational/Insti<br/>tutional GROUPS C, D, H<br/>and I- 24.00</p> <p>iv) Swimming pools<br/>improvised from local<br/>indigenous materials such<br/>as rocks, stones and or<br/>small boulders and with<br/>plain cement flooring shall<br/>be charged 50% of the<br/>above (GROUPS') rates As<br/>stated</p> <p>v) Swimming pool shower<br/>rooms/locker rooms:</p> <p>(a) Per unit or fraction<br/>thereof - 60.00</p> <p>(b) Residential Group A -<br/>6.00</p> <p>(c) GROUP B, E, F and G -<br/>18.00</p> <p>(d) GROUP C, D and H -<br/>12.00</p> <p>e Construction of firewalls<br/>separate from the building (<br/>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;<br/>(a) Self Supporting - 500.00</p> <p>(b) Trilon (Guyed) - 150.00</p> <p>ii) Commercial/Industrial (GROUPS B, E, F and G) up to 10.00 meters in height;</p> <p>(a) Self Supporting - 2,400.00<br/>&amp; every meter or fraction in excess of 10.00 meters – 120.00</p> <p>(b) Trilon (Guyed) – 240.00<br/>&amp; every meter or fraction in excess of 10.00 meters – 12.00</p> <p>iii) Education/Recreational/ Institutional GROUPS C, D, H and I up to 10.00 meters in height;</p> <p>(a) Self Supporting - 1800.00<br/>&amp; every meters or fraction in excess of 10.00 meters – 120.00</p> <p>(b) Trilon (Guyed) – 120.00</p> |  |  |
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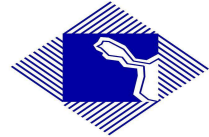
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|  |  | <p>&amp; every meters or fraction in excess of 10.00 meters – 12.00</p> <p>g Storage Silos, up to 10.00 meters in height - - - 2,400.00</p> <p>i) Every meter or fraction thereof in excess of 10.00 meters - - - 150.00</p> <p>ii) Silos with platforms 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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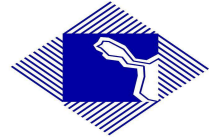
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|  |  | <p>i) Underground per cu. meter or fraction thereof of excavation - - - 3.00</p> <p>ii) Saddle or trestle mounted horizontal tanks, per cu. meter or fraction thereof of volume of tank - 3.00</p> <p>iii) Reinstallation of vertical storage tanks 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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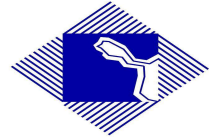
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|  |  | <p>iv) Totally enclosed mausoleums, per sq. meter of floor area - - - - - 5.00</p> <p>v) Columbarium, per sq. meter - - - - 18.00</p> <p>9. Accessory Fees Pay Items Descriptions Fee, ( P )</p> <p>a Establishment of Line and Grade, all sides 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&amp;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 &amp; 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<br/>Business Signs Advertising Signs<br/>Neon P 36.00 P 52.00</p> <p>Illuminated 24.00 36.00</p> <p>Others 15.00 24.00<br/>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<br/>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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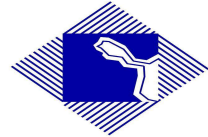
PORORO POINT MANAGEMENT CORPORATION

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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> |            |                 |
|  | 3.1 Receives the photocopy of | None  | 10 minutes | Land and Assets |



PORO POINT MANAGEMENT CORPORATION

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|              | Official Receipt<br>(Proof of Payment) |  |   | <i>Development Assistant</i><br>Office for<br>Infrastructure<br>Management<br><br><i>Construction and Maintenance Officer</i><br>Office for<br>Infrastructure<br>Management                 |
|              | 3.2 Issues/Releases<br>Building Permit | None   | 10 minutes  | <i>Land and Assets Development Assistant</i><br>Office for<br>Infrastructure<br>Management<br><br><i>Construction and Maintenance Officer</i><br>Office for<br>Infrastructure<br>Management |
| <b>TOTAL</b> |  | National Building Code<br>(NBC) schedule of fees plus<br>10% of fees<br><br><b>NEW SCHEDULE OF<br/>FEES AND OTHER<br/>CHARGE</b><br><br>1. Bases of assessment<br>a. Character of occupancy<br>or use of building/structure<br>b. Cost of construction<br>c. Floor area<br><br>2. Regardless of the type of<br>construction, the cost of | <b>10 Working<br/>Days, 2<br/>Hours, 10<br/>Minutes</b> |   |



PORO POINT MANAGEMENT CORPORATION

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|  | <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 &amp; 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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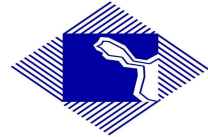
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|  | <p>v) Above 100.00 sq. meters<br/>150.00 sq. meters – 6.00</p> <p>vi) Above 150.00 sq. meters<br/>– 7.20</p> <p>Buildings/Structures Fees b<br/>Division A-2 Area in sq.<br/>meters Fee, (P) Per sq m.</p> <p>i) Original complete<br/>construction up to 20.00 sq.<br/>meters – 3.00</p> <p>ii) Additional/renovation/<br/>alteration up to 20.00 sq.<br/>meters regardless of floor<br/>area of original construction<br/>– 3.40</p> <p>iii) Above 20.00 sq. meters<br/>to 50.00 sq. meters – 5.20</p> <p>iv) Above 50.00 sq. meters<br/>to 100.00 sq. meters – 8.00</p> <p>v) Above 150.00 sq. meters<br/>– 8.40</p> <p>c. Divisions B-1/ C-1/ E-1,<br/>2, 3/ F-1/ G-1, 2, 3, 4, 5/ H-<br/>1, 1, 2, 3, 4/ I-1 &amp; J-1, 2, 3.<br/>Area in sq. meters Fee, (P)<br/>Per sq m.</p> <p>i) Up to 5000 23.00</p> <p>ii) Above 5000 to 6000<br/>22.00</p> <p>iii) Above 6000 to 7000<br/>20.50</p> <p>iv) Above 7000 to 8000<br/>19.50</p> <p>v) Above 8000 to 9000<br/>18.00</p> <p>vi) Above 9000 to 10,000<br/>17.00</p> |  |  |
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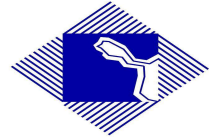
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|  | <p>vii) Above 10,000 to 15,000<br/>16.00</p> <p>viii) Above 15,000 to 20,000<br/>15.00</p> <p>ix) Above 20,000 to 30,000<br/>14.00</p> <p>x) Above 30,000 12.00</p> <p>NOTE: Computation of the building fee for item 3.c. is cumulative. The total 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<br/>Divisions C-2/ D-1, 2, 3<br/>Area in sq. meters Fee, (P)<br/>Per sq m.</p> <p>i) Up to 5000 – 12.00</p> <p>ii) Above 5000 to 6000 –<br/>11.00</p> <p>iii) Above 6000 to 7000 –<br/>10.20</p> <p>iv) Above 7000 to 8000 –<br/>9.60</p> <p>v) Above 8000 to 9000 –<br/>9.00</p> <p>vi) Above 9000 to 10,000 –<br/>8.40</p> <p>vii) Above 10,000 to 15,000<br/>– 7.20</p> <p>viii) Above 15,000 to 20,000<br/>– 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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PORO POINT MANAGEMENT CORPORATION

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|  | <p>iii) Over 50 kVA to 300 kVA<br/>– 220.00 + 2.00/kVA</p> <p>iv) Over 300 kVA to 1,500<br/>kVA – 720.00 + 1.00/kVA</p> <p>v) Over 1,500 kVA to 6,000<br/>kA – 1,920.00 + 0.50/kVA</p> <p>vi) Over 6,000 kVA –<br/>4,170.00V + 0.25/kVA</p> <p>NOTE: Total<br/>Transformer/UPS/Generato<br/>r Capacity shall include all<br/>transformer, UPS and<br/>generator which are owned/<br/>installed by the<br/>owner/applicant as shown<br/>in the electrical plans and<br/>specifications.</p> <p>c Pole/Attachment Location<br/>Plan Permit Fee, ( P )</p> <p>i) Power Supply Pole<br/>Location 30.00/ pole</p> <p>ii) Guying Attachment<br/>30.00/ attachment</p> <p>This applies to<br/>designs/installation within<br/>the premises.</p> <p>d Miscellaneous Fees:<br/>Electric Meter for union<br/>separation, alteration,<br/>reconnection or relocation<br/>and issuance of Wiring<br/>Permit:</p> <p>Use or Character of<br/>Occupancy<br/>Electric Meter Wiring Permit</p> <p>Residential P 15.00 P 15.00</p> <p>Commercial/Industrial 60.00<br/>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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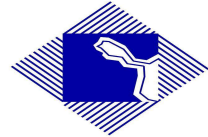
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|  | <p>vi) Mechanical Ventilation, per kW or fraction thereof of blower or fan, or metric equivalent – 40.00</p> <p>vii) In a series of AC/REF system located in one establishment, the total installed tons of refrigeration shall be used as the basis 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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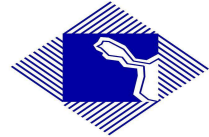
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|  | <p>0.90 kW per ton, for compressors 1.2 to 5 tons capacity.</p> <p>0.80 kW per tons, for above 5 up to 50 tons capacity,</p> <p>0.70 kW per ton, for compressor above 50 tons, capacity.</p> <p>b Escalator and Moving Walks, Funiculars and the like: 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<br/>20.00</p> <p>v) Cable car, per kW or fraction thereof – (a) Per lineal meter travel – 40.00<br/>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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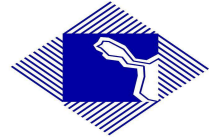
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|  | <p>g Automatic fire sprinkler system, per sprinkler head – Fee, ( P ) 4.00</p> <p>h Diesel/Gasoline ICE, Steam, Gas Turbine/Engine, Hydro, Nuclear or Solar Generating Units and the like, per kW: Fee, ( P )</p> <p>i) Every kW up to 50 kW – 25.00 419</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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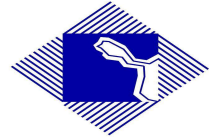
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|  | <p>m Pressure Vessels, per cu. meter or fraction thereof – Fee, ( P ) 60.00</p> <p>n Other Machinery/Equipment for commercial/ Industrial/ Institutional use not elsewhere specified, per kW or fraction thereof – Fee, ( P ) 60.00</p> <p>o Pneumatic 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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PORORO POINT MANAGEMENT CORPORATION

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|  | <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<br/>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<br/>4.00</p> <p>viii) Each gas-fired water<br/>heater 4.00</p> <p>ix) Each drinking fountain<br/>2.00</p> <p>x) Each bar or soda<br/>fountain sink 4.00</p> <p>xi) Each laundry sink 4.00</p> <p>xii) Each laboratory sink<br/>4.00</p> <p>xiii) Each fixed-type<br/>sterilizer 2.00</p> <p>d Each water meter Fee, ( P<br/>) 2.00</p> <p>i) 12 to 25 mm diameter<br/>8.00</p> <p>ii) Above 25 mm diameter<br/>10.00</p> |  |  |
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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., telemetry, tests and</p> |  |  |
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|  | <p>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 and surveillance system,</p> |  |  |
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|  | <p>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/Institutional GROUPS C, D, H and I- 24.00</p> <p>iv) Swimming pools improvised from local indigenous materials such as rocks, stones and or small boulders and with plain cement flooring shall be charged 50% of the above (GROUPS') rates As stated</p> <p>v) Swimming pool shower rooms/locker rooms:</p> <p>(a) Per unit or fraction thereof - 60.00</p> <p>(b) Residential Group A - 6.00</p> <p>(c) GROUP B, E, F and G - 18.00</p> <p>(d) GROUP C, D and H - 12.00</p> <p>e Construction of firewalls separate from the building ( P )</p> <p>i) Per sq. meter or fraction thereof – 3.00</p> <p>ii) Provided, that the minimum fee shall be - 48.00</p> <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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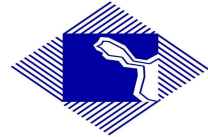
PORO POINT MANAGEMENT CORPORATION

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|  | <p>Character of Occupancy)<br/>Fee, ( P )</p> <p>i) Single detached dwelling units;<br/>(a) Self Supporting - 500.00</p> <p>(b) Trilon (Guyed) - 150.00</p> <p>ii) Commercial/Industrial (GROUPS B, E, F and G) up to 10.00 meters in height;</p> <p>(a) Self Supporting - 2,400.00 &amp; every meter or fraction in excess of 10.00 meters – 120.00</p> <p>(b) Trilon (Guyed) – 240.00 &amp; every meter or fraction in excess of 10.00 meters – 12.00</p> <p>iii) Education/Recreational/ Institutional GROUPS C, D, H and I up to 10.00 meters in height;</p> <p>(a) Self Supporting - 1800.00 &amp; every meters or fraction in excess of 10.00 meters – 120.00</p> <p>(b) Trilon (Guyed) – 120.00 &amp; 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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PORO POINT MANAGEMENT CORPORATION

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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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PORO POINT MANAGEMENT CORPORATION

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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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PORO POINT MANAGEMENT CORPORATION

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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) Every meter or fraction</p> |  |  |
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PORORO POINT MANAGEMENT CORPORATION

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|  | <p>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&amp;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 &amp; EP valid only for thirty (30) days or superseded upon issuance of Building Permit - - 50.00</p> <p>(d) Per cu. meter of excavation for foundation with basement - - 4.00</p> <p>(e) Excavation other than foundation or basement, per cu. meter - - - 3.00</p> <p>(f) Encroachment of footings or foundations of building/structures to public areas as permitted, per sq meter or fraction thereof of footing or foundation encroachment - - 250.00</p> <p>c Fencing Fees Fee, ( P )</p> |  |  |
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PORO POINT MANAGEMENT CORPORATION

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|  | <p>i) Made of masonry, metal, concrete up to 1.80 meters in height, per lineal meter or fraction thereof - - - - - 3.00</p> <p>ii) In excess of 1.80 meters in height, per lineal meter or fraction thereof - - - - - 4.00</p> <p>iii) Made of indigenous materials, barbed, chicken or hog wires, per lineal meter - - - - - 2.40</p> <p>d Construction of Pavements up to 20.00 sq meters - - - Fee, ( P ) 24.00</p> <p>e In excess of 20% or fraction thereof of paved areas intended for commercial/ industrial/ institutional use, such as parking and sidewalk areas, gasoline station premises, skating rinks, pelota courts, tennis and basketball courts and the like - Fee, ( P ) 3.00</p> <p>f Use of Streets and Sidewalks, Enclosures and Occupancy of Sidewalks up to 20.00 sq meter per calendar month - Fee, ( P ) 240.00</p> <p>i) Every sq. meter or fraction thereof in excess of 20.00 sq. meters - - 12.00</p> <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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PORORO POINT MANAGEMENT CORPORATION

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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<br/>Business Signs Advertising Signs<br/>Neon P 36.00 P 52.00</p> <p>Illuminated 24.00 36.00</p> <p>Others 15.00 24.00<br/>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<br/>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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PORO POINT MANAGEMENT CORPORATION

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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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PORO POINT MANAGEMENT CORPORATION

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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

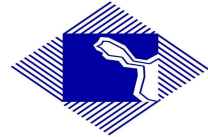
The Issuance of Occupancy Permit involves the processing of application up to issuance of Occupancy Permit for all buildings that has been erected/constructed within the Poro Point Freeport Zone (PPFZ) prior to using/occupying the building/structure.

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| <b>Office or Division:</b>   | Office for Infrastructure Management  |
| <b>Classification:</b>   | Highly Technical  |
| <b>Type of Transaction:</b>  | G2C (Government to Citizen)<br>G2B (Government to Businesses)                               |
| <b>Who may avail:</b>  | Citizens or Corporations who have constructed/erected a structure/building within the PPFZ. |
| <b>CHECKLIST OF REQUIREMENTS</b>   | <b>WHERE TO SECURE</b>  |
| 1. Letter from the lessee requesting for Occupancy Permit/Inspection to include the day and time of inspection – one (1) original copy | Client availing of the service  |



PORORO POINT MANAGEMENT CORPORATION

| 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 |                 |   |
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| 3. As-Built Quantities and As-Built plans, signed and sealed by the Architect/Engineer(s) in-charge of the construction/installation.<br>a. reproducible copy (ies) – five (5) copies<br>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><br>Office for Infrastructure Management<br><br><i>Construction and Maintenance Officer</i><br>Office for Infrastructure Management |
| 2. Submit the accomplished Certificate of Completion and other supporting documents to the Office for Infrastructure Management signed and sealed by  | 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><br>Office for Infrastructure Management<br><br><i>Construction and Maintenance Officer</i>   |



PORORO POINT MANAGEMENT CORPORATION

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| respective signatories. |   |      |                | Office for Infrastructure Management  |
|                         | 2.1 Logs Application  | None | 10 minutes     | <i>Construction and Maintenance Officer</i><br>Office for Infrastructure Management   |
|                         | 2.2 Prepares/ Reviews/Signs Transmittal Memorandum  | None | 1 working day  | <i>Construction and Maintenance Officer</i><br>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><br>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><br>Office for Infrastructure Management<br><br><i>Fire Chief</i><br>Office for Airport Management |
|                         | 2.5 Conducts joint inspection of building and premises  | None | 1 working day  | <i>Civil Engineer, Architect, Geodetic Engineer, Electrical Engineer, Sanitary Engineer</i><br>Office for Infrastructure Management<br><br><i>Fire Chief</i><br>Office for Airport Management |
|                         | 2.6 Collates comments and recommendations from all concerned Engineers/Architect/ Fire                | None | 1 working day  | <i>Construction and Maintenance Officer</i><br>Office for Infrastructure Management   |



PORORO POINT MANAGEMENT CORPORATION

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|  | 2.7 Collates assessed corresponding permit fees                                    | None | 1 working day | <i>Construction and Maintenance Officer</i><br>Office for Infrastructure Management   |
|  | 2.8 Received request for second inspection   | None | 10 minutes    | <i>Construction and Maintenance Officer</i><br>Office for Infrastructure Management   |
|  | 2.9 Provide schedule for second inspection   | None | 1 working day | <i>Construction and Maintenance Officer</i><br>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><br>Office for Infrastructure Management<br><br><i>Fire Chief</i><br>Office for Airport Management |
|  | 2.11 Prepares Temporary/Certificate of Occupancy and Assessment Slip               | None | 1 working day | <i>Construction and Maintenance Officer</i><br>Office for Infrastructure Management   |
|  | 2.12 Reviews/ Approves/Signs Occupancy Permit and Assessment Slip                  | None | 1 working day | <i>Building Official</i><br>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><br>Office for Infrastructure Management   |
|  | 2.14 Furnish the PPMC Cashier/Finance Office copy of assessment                    | None | 10 minutes    | <i>Cashier</i><br>Office for Finance  |



PORORO POINT MANAGEMENT CORPORATION

|  | (Order of Payment)                                  |   |            |                               |
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| 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> <p>i) Costing up to P150,000.00 - - 200.00</p> | 10 minutes | Cashier<br>Office for Finance |



PORORO POINT MANAGEMENT CORPORATION

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|  |  | <p>ii) Costing more than P150,000.00 up to P400,000.00 - - - 400.00</p> <p>iii) Costing more than P400.00.00 up to P850,000.00 - - - 800.00</p> <p>iv) Costing more than P850,000.00 up to P1, 200,000.00 - - - 1,000.00</p> <p>v) Every million (P1,000,000.00) or portion thereof in excess of P1,200,000.00 - - 1,000.00</p> <p>c Divisions C-1, 2/ D-1, 2, 3 Buildings: Fee, (P)</p> <p>i) Costing up to P150,000.00 - - - 150.00</p> <p>ii) Costing more than P150,000.00 up to P400,00.00 - - - 250.00</p> <p>iii) Costing more than P400,00.00 up to P850,000.00 - - - 600.00</p> <p>iv) Costing more than P850,000.00 up to P1,200,000.00 - - - 900.00</p> <p>v) Every Million (P1,000,000.00) or portion thereof in excess of</p> |  |  |
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PORO POINT MANAGEMENT CORPORATION

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|  |  | <p>P1,200,000.00 - - - 900.00</p> <p>d Division J-I<br/>Buildings/<br/>structures: Fee, (P)</p> <p>i) With floor area<br/>up to 20.00 sq.<br/>meters - 50.00</p> <p>ii) With floor area<br/>above 20.00 sq. m.<br/>up to 500.00 sq. m.<br/>- 240.00</p> <p>iii) With floor area<br/>above 500.00 sq.<br/>m. up to 1,000.00<br/>sq. m. - 360.00</p> <p>iv) With floor area<br/>above 1,000.00 sq.<br/>m. up to 5,000.00<br/>sq. m. - 480.00</p> <p>v) With floor area<br/>above 5,000.00 sq.<br/>m. up to 10,000.00<br/>sq. m. - 2,000.00</p> <p>(a) With floor area<br/>above 10,000.00<br/>sq. m. - - 2,400.00</p> <p>e Division J-2<br/>Structures: Fee,<br/>(P)</p> <p>i) Garages,<br/>carports, balconies,<br/>terraces, lanais<br/>and the like: 50%<br/>of the rate of the<br/>principal building of<br/>which they are<br/>accessories. As<br/>stated</p> <p>ii) Aviaries,<br/>aquariums, zoo<br/>structures and the</p> |  |  |
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PORO POINT MANAGEMENT CORPORATION

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|  |   | <p>like: same rates as for Section 10.d. above - As stated</p> <p>iii) Towers such as for Radio and TV transmissions, cell site, sign (ground or roof type) and water tank supporting structures and the like in any location shall be imposed fees as follows: (a) First 10.00 meters of height from the ground- 800.00</p> <p>(b) Every meter or fraction thereof in excess of 10.00 meters - - - - 50.00</p> <p>f Change in Use/ Occupancy, per sq. meter or fraction thereof of area affected - -Fee, (P) 5.00</p> |            |  |
|  | 3.1 Receives the photocopy of Official Receipt (Proof of Payment). Receives the photocopy of Official Receipt (Proof of Payment). | None   | 10 minutes | <p><i>Land and Assets Development Assistant</i><br/>Office for Infrastructure Management</p> <p><i>Construction and Maintenance Officer</i><br/>Office for Infrastructure Management</p> |
|  | 3.2 Issues/Releases Occupancy Permit  | None   | 10 minutes | <p><i>Land and Assets Development Assistant</i><br/>Office for Infrastructure Management</p>   |





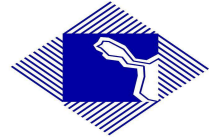
PORO POINT MANAGEMENT CORPORATION

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|  |              |  |  | <i>Construction and Maintenance Officer<br/>Office for Infrastructure Management</i> |
|  | <b>TOTAL</b> | <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> | <b>14 Working Days, 1 Hour, 20 Minutes</b> |  |



PORO POINT MANAGEMENT CORPORATION

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|  | <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 P400.00.00 up to P850,000.00 - - - 800.00</p> <p>iv) Costing more than P850,000.00 up to P1, 200,000.00 - - - 1,000.00</p> <p>v) Every million (P1,000,000.00) or portion thereof in excess of P1,200,000.00 - - 1,000.00</p> <p>c Divisions C-1, 2/ D-1, 2, 3 Buildings: Fee, (P)</p> <p>i) Costing up to P150,000.00 - - - 150.00</p> <p>ii) Costing more than P150,000.00 up to P400,00.00 - - - 250.00</p> <p>iii) Costing more than P400,00.00 up to P850,000.00 - - - 600.00</p> <p>iv) Costing more than P850,000.00 up to P1,200,000.00 - - - 900.00</p> |  |  |
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PORO POINT MANAGEMENT CORPORATION

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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<br/>Buildings/<br/>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<br/>Structures: Fee, (P)</p> <p>i) Garages, carports, balconies, terraces, lanais and the like: 50% of the rate of the principal building of which they are accessories. As stated</p> |  |  |
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|  | <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 Land Claims

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

|                            |                                      |
|----------------------------|--------------------------------------|
| <b>Office or Division:</b> | Office for Infrastructure Management |
| <b>Classification:</b>     | Highly Technical                     |



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| <b>Type of Transaction:</b>   | G2C (Government to Citizen)  |  |                 |   |
|---|--|--|-----------------|---|
| <b>Who may avail:</b>   | Owners of land/claimants of land within the Poro Point Freeport Zone   |  |                 |   |
| CHECKLIST OF REQUIREMENTS   |  | WHERE TO SECURE  |                 |   |
| 1. Letter request from the Owner/Land Claimant selling their land – one (1) original copy                         |  | Client availing of the service                         |                 |   |
| 2. Authorization letter authorizing PPMC to conduct research and verification of the land – one (1) original copy |  | Client availing of the service                         |                 |   |
| 3. Certified True Copy of Tax Declaration of Real Property – one (1) Certified True Copy                          |  | Office of the City Assessors                           |                 |   |
| 4. Certified true Copy of Transfer Certificate of Title – one (1) Certified True Copy                             |  | Office of the Registry of Deeds                        |                 |   |
| 5. Certified True Copy of Approved Survey Plan – one (1) Certified True Copy                                      |  | Department of Environment and Natural Resources (DENR) |                 |   |
| 6. Proof of updated payment of Real Property Tax – one (1) photocopy  |  | Client availing of the service                         |                 |   |
| 7. Special Power of Attorney for representatives – one (1) original copy  |  | Client availing of the service                         |                 |   |
| CLIENT STEPS  | AGENCY ACTIONS   | FEES TO BE PAID  | PROCESSING TIME | PERSON RESPONSIBLE  |
| 1. Submit Letter of request with complete documentary requirements  | 1. Receive Letter of request with complete documentary requirements  | None   | 10 minutes      | <i>Executive Secretary</i><br>Office of the President         |
|   | 1.1 Review and endorsement of request to the Office of the Legal Counsel   | None   | 1 working day   | <i>President &amp; CEO</i><br>Office of the President and CEO |
|   | 1.2 Review and endorsement of documents to the Office of Infrastructure Management – Land and Assets Development | None   | 1 working day   | <i>Legal Counsel</i><br>Office of the Legal Counsel           |



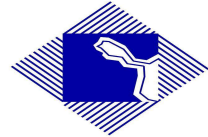
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|  | 1.3 Reviews the documents submitted by the Legal Counsel   | None | 1 working day  | <i>Land and Assets Development Officer</i><br>Office for Infrastructure Management<br><br><i>Land and Assets Development Assistant</i><br>Office for Infrastructure Management |
|  | 1.4 Request Finance Office for cash advance for the research works   | None | 1 hour         | <i>Land and Assets Development Officer</i><br>Office for Infrastructure Management<br><br><i>Land and Assets Development Assistant</i><br>Office for Infrastructure Management |
|  | 1.5 Proceed to the Office of the City Assessors to request for the Certified True Copy of Tax Declaration of Real Property and conduct trace | None | 2 working days | <i>Land and Assets Development Officer</i>   |
|  | back of records if necessary (care of Office of the City Assessor- 3 working days)   |      |                | Office for Infrastructure Management<br><br><i>Land and Assets Development Assistant</i> Office for Infrastructure Management  |



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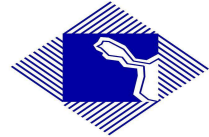
|  |  |      |                |  |
|--|--|------|----------------|--|
|  | 1.6 Proceed to the Office of the Registry of Deeds to request for the Certified true Copy of Transfer Certificate of Title and conduct trace back of records if necessary (care of Office of the Registry of Deeds- 21 working days) | None | 2 working days | <i>Land and Assets Development Officer</i><br>Office for Infrastructure Management<br><br><i>Land and Assets Development Assistant</i><br>Office for Infrastructure Management |
|  | 1.7 Proceed to the Office of the Department of Environment and Natural Resources (DENR) to request for the Certified True Copy of Approved Survey Plan and Cadastral Map (care of DENR- 5 working days)                              | None | 2 working days | <i>Land and Assets Development Officer</i><br>Office for Infrastructure Management<br><br><i>Land and Assets Development Assistant</i> Office for Infrastructure Management    |
|  | 1.8 Conduct Site Investigation, if necessary   | None | 1 working day  | <i>Land and Assets Development Officer</i><br>Office for Infrastructure Management   |
|  |  |      |                | <i>Land and Assets Development Assistant</i><br>Office for Infrastructure Management   |



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|--------------|--|-------------|------------------------|---|
|              | 1.9 Preparation of report to be submitted to the Vice President for Infrastructure Management                    | None        | 4 working days         | <i>Vice President for Infrastructure Management</i><br><br><i>Land and Assets Development Officer</i><br>Office for Infrastructure Management<br><br><i>Land and Assets Development Assistant</i><br>Office for Infrastructure Management |
|              | 1.10 Forward the report to the Legal Office  | None        | 1 working day          | <i>Vice President for Infrastructure Management</i><br>Office for Infrastructure Management   |
|              | 1.11 Prepare report and recommendation to the Office of the President and CEO for approval and submittal to BCDA | None        | 1 working day          | <i>Legal Counsel</i><br>Office of the Legal Counsel   |
|              | 1.12 Review and approval of the recommendation   | None        | 2 working days         | <i>President &amp; CEO</i><br>Office of the President and CEO   |
|              | 1.13 Prepare letter endorsing the request/claim to BCDA for processing   | None        | 1 working day          | <i>Legal Counsel</i><br>Office of the Legal Counsel   |
| <b>TOTAL</b> |  | <b>None</b> | <b>20 Working Days</b> |   |





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#### 4. Processing of Work Permit for Telecommunication Companies/Individuals

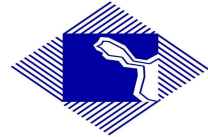
The Processing of Work Permit for Telecommunication Companies/Individuals involves the processing of application up to issuance of Work Permit for Telecommunication Companies/Individuals who wish to install and upgrade telecommunication lines within the Poro Point Freeport Zone (PPFZ).

| Office or Division:   | Office for Infrastructure Management  |                                |  |
|---|---|--------------------------------|--|
| Classification:   | Highly Technical  |                                |  |
| Type of Transaction:  | G2C (Government to Citizen)<br>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<br><br>Project scope of works; - one (1) original copy<br><br>Detailed schedule of works/activities; - one (1) original copy |   | Client availing of the service |  |



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|--|--------------------------------|
| <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>   | Client availing of the service |
| <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> | Client availing of the service |
| <p>8. Accreditation within the Poro Point Freeport Zone by the telecom company and its subcontractor/s. – one (1) copy</p>   | Client availing of the service |
| <p>9. Once approved by PPMC, updated project scope of works, updated detailed schedule of works/activities, updated</p>  | Client availing of the service |



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| 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 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><br>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 &amp; CEO</i><br>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><br>Office for Infrastructure Management |
|   | 1.3 Conduct Site Investigation, if necessary  | None            | 1 working day   | <i>Electromechanical Officer</i><br>Office for Infrastructure Management                    |
|   | 1.4 Evaluation of request with complete documentary requirements  | None            | 7 working days  | <i>Vice President for Infrastructure Management</i><br>Office for Infrastructure Management |
|   | 1.5 Preparation of evaluation report of the request with complete documentary requirements to be submitted to the Office of the President | None            | 1 working day   | <i>Vice President for Infrastructure Management</i><br>Office for Infrastructure Management |



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|  | 1.6 Forward the evaluation report to the Office of the President   | None   | 10 minutes     | <i>Vice President for Infrastructure Management</i><br>Office for Infrastructure Management |
|  | 1.7 Review and approval of the evaluation report and recommendation  | None   | 3 working days | <i>President &amp; CEO</i><br>Office of the President and CEO                               |
|  | 1.8 Prepare letter approving the request for Work Permit with corresponding Work Permit Fee, if there will be any      | None   | 1 working day  | <i>President &amp; CEO</i><br>Office of the President and CEO                               |
|  | 1.9 Transmit the letter approving the request for Work Permit with corresponding Work Permit Fee, if there will be any | None   | 10 minutes     | <i>Executive Secretary</i><br>Office of the President                                       |
| 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<br><br>Pole/Attachment Location Plan Permit Fee, ( P )<br><br>i) Power Supply Pole Location 30.00/ pole<br><br>ii) Guying Attachment 30.00/ attachment<br><br>7. Electronic Fees Pay Items Description Fee, ( P )<br><br>a Central Office switching equipment, remote switching units, concentrators, PABX/PBX's, | 10 minutes     | <i>Cashier</i><br>Office for Finance  |



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|--|--|--|--|--|
|  |  | <p>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<br/>2.40 per port</p> <p>b Broadcast station for radio and TV for both headed, transmitting/receiving/relay radio and broadcasting communications stations, communications centers, switching centers, control centers, operation and/or maintenance centers, call centers, cellsites, equipment silos/shelters and other similar locations/structures used for electronics and communications services, including those used for navigational aids, radar., telemetry, tests and measurements, global positioning</p> |  |  |
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|  |  | <p>and<br/>personnel/vehicle<br/>location 1,000.00<br/>per port Cont'd</p> <p>c Automated<br/>teller machines,<br/>ticketing, vending<br/>and other types of<br/>electronic<br/>dispensing<br/>machines,<br/>telephone booths,<br/>pay phones, coin<br/>changers,<br/>location or<br/>direction-finding<br/>systems,<br/>navigational<br/>equipment used<br/>for land,<br/>aeronautical or<br/>maritime<br/>applications,<br/>photography and<br/>reproduction<br/>machines x-ray,<br/>scanners,<br/>ultrasound and<br/>other apparatus/<br/>equipment used<br/>for medical,<br/>biomedical,<br/>laboratory and<br/>testing purposes<br/>and other similar<br/>electronic or<br/>electronically<br/>controlled<br/>apparatus or<br/>devices, whether<br/>located indoor or<br/>outdoors 10.00<br/>Per unit</p> <p>d Electronics and<br/>communication<br/>outlets used for<br/>connection and<br/>termination of<br/>voice, data,<br/>computer</p> |  |  |
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|  |  | <p>(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<br/>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</p> |  |  |
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|  |  | <p>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> |  |  |
|--|--|---|--|--|





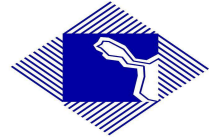
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|  |   | <p>I Poles and attachment:</p> <p>i ) Per Pole (to be paid by pole owner) – 20.00</p> <p>ii) Per attachment (to be paid by any entity who attaches to the pole of others)- 20.00</p> <p>Other types or electronically-controlled device, apparatus, equipment, instrument or units not specifically identified above. 50.00 Per unit</p> <p>Pole rental – 1,000.00 per pole per year</p> |            |  |
|  | 2.1Receives the photocopy of Official Receipt (Proof of Payment)  | None   | 10 minutes | <i>Vice President for Infrastructure Management<br/>Office for Infrastructure Management</i> |
| 3.Submit updated project scope of works, updated detailed schedule of works/activities, updated duration of the activity, updated manpower schedule and updated list of equipment to be used, if any and compliance to DPWH Department | 3. Receive updated project scope of works, updated detailed schedule of works/activities, updated duration of the activity, updated manpower schedule and updated list of equipment to be used, if any and compliance to DPWH Department Order 30 and PPFZ Policy on the Prevention and Control of Covid-19 | None   | 10 minutes | <i>Executive Secretary<br/>Office of the President</i>                                       |



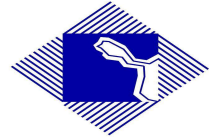
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|  |   |   |  |   |
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| Order 30 and PPFZ Policy on the Prevention and Control of Covid-19 |   |   |  |   |
|  | 3.1 Review and endorsement of updated project scope of works, updated detailed schedule of works/activities, updated duration of the activity, updated manpower schedule and updated list of equipment to be used, if any and compliance to DPWH Department Order 30 and PPFZ Policy on the Prevention and Control of Covid-19  | None  | 1 working day                              | <i>President &amp; CEO</i><br>Office of the President and CEO                               |
|  | 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. | None  | 1 working day                              | <i>Vice President for Infrastructure Management</i><br>Office for Infrastructure Management |
|  | 3.3 Informs the Client that they can now commence/start work.   | None  | 10 minutes                                 | <i>Executive Secretary</i><br>Office of the President                                       |
| <b>TOTAL</b>   |   | National Building Code (NBC) schedule of fees plus 10% of fees<br><br>Pole/Attachment Location Plan Permit Fee, ( P ) | <b>17 Working Days, 1 Hour, 10 minutes</b> |   |



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|  | <p>i) Power Supply<br/>Pole Location<br/>30.00/ pole</p> <p>ii) Guying<br/>Attachment<br/>30.00/<br/>attachment</p> <p>7. Electronic<br/>Fees Pay Items<br/>Description Fee,<br/>( P)</p> <p>a Central Office<br/>switching<br/>equipment,<br/>remote switching<br/>units,<br/>concentrators,<br/>PABX/PBX's,<br/>cordless/wireless<br/>telephone and<br/>communication<br/>systems,<br/>intercommunicati<br/>on system and<br/>other type of<br/>switching/routing/<br/>distribution<br/>equipment used<br/>for voice, data<br/>image text,<br/>facsimile,<br/>internet, cellular,<br/>paging and other<br/>types/forms of<br/>wired or wireless<br/>communications<br/>2.40 per port</p> <p>b Broadcast<br/>station for radio<br/>and TV for both<br/>headed,<br/>transmitting/recei<br/>ving/relay radio<br/>and broadcasting<br/>communications<br/>stations,</p> |  |  |
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|  | <p>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, navigational equipment used for land, aeronautical or maritime applications, photography and reproduction machines x-ray,</p> |  |  |
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|  | <p>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<br/>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<br/>Per outlete<br/>Station/terminal/control point/port/central or remote panels/outlets for security and alarm systems (including watchman system, burglar alarms, intrusion detection systems, lighting</p> |  |  |
|--|---|--|--|



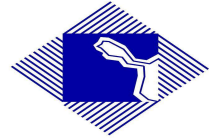
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|  | <p>controls, monitoring and surveillance system, sensors, detectors, parking management system, barrier controls, signal lights, etc.), electronics fire alarm (including early-detection systems, smoke detectors, etc.), sound-reinforcement/background, 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.</p> |  |  |
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|  | <p>1,000.00 Per location</p> <p>g Antenna towers/mast or other structures for installation of any electronic and/or communications transmission/reception. 1,000.00 Per structure</p> <p>h Electronic or electronically-controlled indoor and outdoor signages and display systems, including TV monitors, multi-media signs, etc. 50.00 Per unit</p> <p>I Poles and attachment:</p> <p>i ) Per Pole (to be paid by pole owner) – 20.00</p> <p>ii) Per attachment (to be paid by any entity who attaches to the pole of others)- 20.00</p> <p>Other types or electronically-controlled device, apparatus, equipment, instrument or units not specifically identified above. 50.00 Per unit</p> <p>Pole rental – 1,000.00 per pole per year</p> |  |  |
|--|--|--|--|

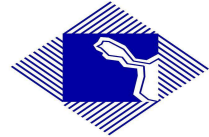


PORO POINT MANAGEMENT CORPORATION

# **Office for Infrastructure Management**

## **Internal Services**





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

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

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



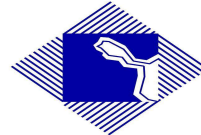
PORO POINT MANAGEMENT CORPORATION

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

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

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

|                            |                                      |
|----------------------------|--------------------------------------|
| <b>Office or Division:</b> | Office for Infrastructure Management |
| <b>Classification:</b>     | Highly Technical                     |



PORO POINT MANAGEMENT CORPORATION

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



PORORO POINT MANAGEMENT CORPORATION

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

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

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

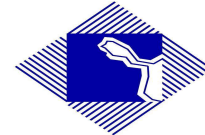
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|----------------------------------|--|
| <b>Office or Division:</b>       | Office for Infrastructure Management   |
| <b>Classification:</b>           | Highly Technical   |
| <b>Type of Transaction:</b>      | G2G (Government to Government)   |
| <b>Who may avail:</b>            | PPMC employees/personnel who may report for emergency repairs to the Office for Infrastructure Management. |
| <b>CHECKLIST OF REQUIREMENTS</b> |  |



PORO POINT MANAGEMENT CORPORATION

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

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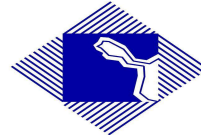


PORO POINT MANAGEMENT CORPORATION

## 4. Implementation of Projects for Capital Expenditure Projects

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

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



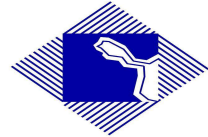
PORO POINT MANAGEMENT CORPORATION

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

## 5. Implementation of Projects for Programmed Repair and Maintenance

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

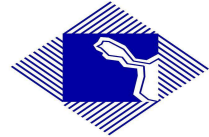
|                                  |   |                        |   |   |
|----------------------------------|---|------------------------|---|---|
| <b>Office or Division:</b>       | Office for Infrastructure Management  |                        |   |   |
| <b>Classification:</b>           | Highly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



PORO POINT MANAGEMENT CORPORATION

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





PORO POINT MANAGEMENT CORPORATION

## 6. Implementation of Projects for Emergency Repair and Maintenance

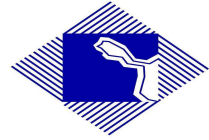
The implementation of Projects for Emergency Repair and Maintenance pertains to the facilitation and management of the smooth implementation of projects for emergency repair and maintenance by keeping track of projects progress vis-à-vis project plans, specifications and other documents and identification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

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



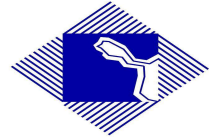
PORO POINT MANAGEMENT CORPORATION

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



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.

|  |  |                        |  |
|--|--|------------------------|--|
| <b>Office or Division:</b>   | Office for Airport Management/Office for Business Development    |                        |  |
| <b>Classification:</b>   | Simple   |                        |  |
| <b>Type of Transaction:</b>  | G2B-Government to Businesses                                     |                        |  |
| <b>Who may avail:</b>  | Vessel or Shipping Line Representative/Agent                     |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>                                     |  | <b>WHERE TO SECURE</b> |  |
| <b>A. Domestic Vessel</b>  |  |                        |  |
| 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>B. Foreign Vessel</b>   |  |                        |  |
| 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   |                        |  |



PORO POINT MANAGEMENT CORPORATION

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



PORORO POINT MANAGEMENT CORPORATION

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

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

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## 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.

| <b>Office or Division:</b>   | Office for Airport Management/Office for Business Development                     |  |                 |   |
|--|---|--|-----------------|---|
| <b>Classification:</b>   | Simple  |  |                 |   |
| <b>Type of Transaction:</b>  | G2B-Government to Businesses  |  |                 |   |
| <b>Who may avail:</b>  | Vessel or Shipping Line Representative/Agent                                      |  |                 |   |
| CHECKLIST OF REQUIREMENTS  |   | WHERE TO SECURE  |                 |   |
| <b>A. Domestic Cargoes</b>   |   |  |                 |   |
| 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>B. Foreign Cargoes</b>  |   |  |                 |   |
| 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      | VP for Airport Management<br>Office for Airport Management<br><br>Business Development Manager<br>Office for Business Development |





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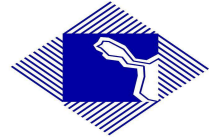
|  |  |      |            |   |
|--|--|------|------------|---|
| OR<br><br>For Online Submission:<br>Email the Bill of Lading<br>to<br><i>poropointfreeportzone@gmail.com</i> |  |      |            | <i>Business Development Officer</i><br>Office for Business Development  |
|  | 1.1 Prepares Computation Sheet for Wharfage Dues   | None | 30 minutes | <i>VP for Airport Management</i><br>Office for Airport Management<br><br><i>Finance Manager</i><br>Office for Finance |
|  | 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</i><br>Office for Airport Management   |

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|   |   |  |                                     |  |
|---|---|--|-------------------------------------|--|
| <p>2. Proceeds to Cashier and presents the Computation Sheet of wharfage dues for payment</p> <p><b>OR</b></p> <p>Payment may also be done through bank payment; details are as follows:</p> <p>Name of Bank:<br/><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><b>1. Import</b></p> <p>a. Government Pier – PhP36.65 x Metric Ton</p> <p>b. Private Pier (with PTO) – PhP18.325 x Metric Ton</p> <p><b>2. Export</b></p> <p>a. Government Pier – PhP18.35x Metric Ton</p> <p>b. Private Pier (with PTO) – PhP9.175 x Metric Ton</p> <p><b>3. Transshipment</b></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><b>4. Inbound/ Outbound</b></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>Cashier<br/>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>VP for Airport Management<br/>Office for Airport Management</p> |
| <p><b>TOTAL:</b></p>  |   | <p>Wharfage Dues:</p> <p><b>1. Import</b></p>  | <p><b>1 hour and 15 minutes</b></p> |  |



PORO POINT MANAGEMENT CORPORATION

|  |  |  |  |
|--|--|--|--|
|  | <p>a. Government Pier –<br/>PhP36.65 x Metric<br/>Ton</p> <p>b. Private Pier (with<br/>PTO) – PhP18.325 x<br/>Metric Ton</p> <p><b>2. Export</b></p> <p>a. Government<br/>Pier – PhP18.35x<br/>Metric Ton</p> <p>b. Private Pier<br/>(with PTO) –<br/>PhP9.175 x<br/>Metric Ton</p> <p><b>3. Transshipment</b></p> <p>a. Government<br/>Pier – US\$0.833x<br/>Metric Ton<br/>GRT x (Peso-Dollar<br/>Exchange Rate)</p> <p>b. Private Pier<br/>(with PTO) –<br/>US\$0.4165x<br/>Metric Ton GRT x<br/>(Peso-Dollar<br/>Exchange Rate)</p> <p><b>4. Inbound/<br/>Outbound</b></p> <p>a. Government<br/>Pier PhP9.00 x Metric<br/>Ton</p> <p>b. Private Pier<br/>(with<br/>PTO)<br/>PhP4.50 x Metric Ton</p> |  |  |
|--|--|--|--|

### 3. APPLICATION FOR UNDOCKING PERMIT (VESSEL DEPARTURE)



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

| <b>Office or Division:</b>   | Office for Airport Management/Office for Business Development |  |                 |                    |
|--|---|--|-----------------|--------------------|
| <b>Classification:</b>   | Simple  |  |                 |                    |
| <b>Type of Transaction:</b>  | G2B-Government to Businesses                                  |  |                 |                    |
| <b>Who may avail:</b>  | Vessel or Shipping Line Representative/Agent                  |  |                 |                    |
| CHECKLIST OF REQUIREMENTS  |   | WHERE TO SECURE  |                 |                    |
| <b>A. Domestic Vessel</b>  |   |  |                 |                    |
| 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>B. Foreign Vessel</b>   |   |  |                 |                    |
| 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 <a href="mailto:poropointfreeportzone@gmail.com">poropointfreeportzone@gmail.com</a></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> | None | 15 minutes | <p><i>VP for Airport Management</i><br/><i>Office for Airport Management</i></p> <p><i>Business Development Manager</i><br/><i>Office for Business Development</i></p> <p><i>Business Development Officer</i><br/><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 <a href="mailto:poropointfreeportzone@gmail.com">poropointfreeportzone@gmail.com</a></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><br/><i>Office for Airport Management</i></p>   |
|   | <p>2.1 Prepares Computation Sheet for Charges on Vessel</p>  | None | 30 minutes | <p><i>VP for Airport Management</i><br/><i>Office for Airport Management</i></p> <p><i>Finance Manager</i><br/><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<br>Office for Airport Management |
| 3. Proceeds to Cashier and presents the Computation Sheet for Charges on Vessel for payment<br><br><b>OR</b><br><br>Payment may also be done through bank payment; details are as follows:<br><br>Name of Bank:<br><i>Landbank of the Philippines, San</i>   | 3. Cashier checks the Computation Sheet<br><br>Check for BIR Form 2307<br><br>Receives payment and issues Official Receipt | <u><b>USAGE FEE</b></u><br><br><u><b>A. Domestic Vessel:</b></u><br><br>1. Private Pier (with PTO) -<br>PhP0.40 x GRT x No. of Days<br><br>2. Government Pier<br>a. 6 to 100 GRT -<br>PhP82.00 x No. of Days<br>b. Over 100 GRT -<br>PhP0.80 x GRT x No. of Days<br><br><u><b>B. Foreign Vessel:</b></u><br><br>1. Port Dues -<br>US\$0.081 x GRT x | 15 minutes | Cashier<br>Office for Finance                              |
| <i>Fernando, La Union Branch</i><br><br>Account Name: <i>Poro Point Management Corporation</i><br><br>Current Account Number: <i>0202021824</i><br><br>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)<br><br>2. Dockage at Berth<br>a. Private Pier (with PTO) - US\$0.020 x GRT x (Peso-Dollar Exchange Rate) x No. of Days<br>b. Government Pier - US\$0.039 x GRT x (Peso-Dollar Exchange Rate) x No. of Days<br><br>3. Dockage at Anchorage -<br>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  | VP for Airport Management<br>Office for Airport Management |
| OR<br><br><b>For Online Submission:</b> 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 | VP for Airport Management<br>Office for Airport Management |
|   | 4.2 Review recommendation and approve/disapprove the Undocking Permit  | None | 1 hour     | President and CEO<br>Office of the President & CEO         |
|   | 4.3 Notify the client of the approval or disapproval of the Undocking Permit   | None | 10 minutes | VP for Airport Management<br>Office for Airport Management |
| 5. Receive signed and approved Undocking Permit   | 5. Issues signed and approved Undocking Permit   | None | 5 minutes  | VP for Airport Management<br>Office for Airport Management |
| 6. Vessel leaves port before expiration of the clearance or otherwise the same shall be revalidated                         | 6. Ensures the vessels departure at the port.<br><br>As per report from the vessel, records the time of departure on the Vessel's Logbook. | None | 5 minutes  | Security Officer<br>Office for Regulatory Services         |

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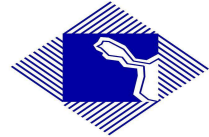


PORO POINT MANAGEMENT CORPORATION

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

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PORO POINT MANAGEMENT CORPORATION

#### 4. ENTRANCE OF TUG AND TOWING BOAT

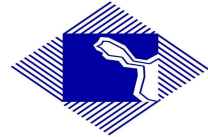
Facilitate entrance of Tug and Towing Boat as Accredited Service Provider of the port, upon submission of complete documentary requirements and payment of port fees and charges.

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



PORO POINT MANAGEMENT CORPORATION

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



PORO POINT MANAGEMENT CORPORATION

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

## 5. DEPARTURE OF TUG AND TOWING BOAT

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

| <b>Office or Division:</b>   | Office for Airport Management/ Office for Business Development |  |                 |                    |
|--|--|--|-----------------|--------------------|
| <b>Classification:</b>   | Simple   |  |                 |                    |
| <b>Type of Transaction:</b>  | G2B-Government to Business                                     |  |                 |                    |
| <b>Who may avail:</b>  | 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 |



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 <a href="mailto:poropointfreeportzone@gmail.com">poropointfreeportzone@gmail.com</a></p>                              | <p>1. Checks/verifies the completeness of the submitted documents</p> <p>Checks for any violation, hold departure order, or such other similar orders or issuances.</p> <p>Issues Docking/Undocking/Shifting</p>  | None | 15 minutes | <p><i>VP for Airport Management</i><br/><i>Office for Airport Management</i></p> <p><i>Business Development Manager</i><br/><i>Office for Business Development</i></p> <p><i>Business Development Officer</i></p> |
|   | <p>Order Form to the Tug and Towing Boat Company Representative.</p> <p>For vessels that are exempted from port charges, PPMC proceeds to Departure Clearance procedure</p>   |      |            | 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 <a href="mailto:poropointfreeportzone@gmail.com">poropointfreeportzone@gmail.com</a></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 | <i>VP for Airport Management</i><br><i>Office for Airport Management</i>  |



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|   |  |  |            |   |
|---|--|--|------------|---|
|   | 2.1 Prepares Computation Sheet for Charges on Vessel   | None   | 30 minutes | VP for Airport Management<br>Office for Airport Management<br><br>Finance Manager<br>Office for Finance |
|   | 2.2 Provides the client the Computation Sheet and inform client to proceed to the Cashier for payment. | None   | 10 minutes | VP for Airport Management<br>Office for Airport Management  |
| 3. Proceeds to Cashier and presents the Computation Sheet for Charges on Vessel for payment   | 3. Cashier checks the Computation Sheet  | <u>Usage Fee</u><br><br><u>Domestic Vessel):</u>   | 15 minutes | Cashier<br>Office for Finance   |
| <p><b>OR</b></p> <p>Payment may also be done through bank payment; details are as follows:</p> <p>Name of Bank:<br/><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) -<br/>PhP0.40 x GRT x No. of Days</p> <p>2. Government Pier<br/>a. 6 to 100 GRT -<br/>PhP82.00 x No. of Days<br/>b. Over 100 GRT -<br/>PhP0.80 x GRT x No. of Days</p> |            |   |



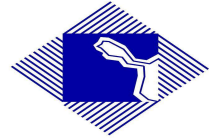
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|   |   |      |            |  |
|---|---|------|------------|--|
| 4. Present Official Receipt (OR) for the payment of charges on vessels<br><br>OR<br><br><b>For Online Submission:</b> Email the proof of payment of charges on vessels to poropointfreeportzone@gmail.com | 4. Checks/verifies payment of charges on vessels  | None | 5 minutes  | VP for Airport Management<br>Office for Airport Management |
|   | 4.1 Prepares Report and Recommendation to the President and CEO for approval of the Undocking Permit  | None | 30 minutes | VP for Airport Management<br>Office for Airport Management |
|   | 4.2 Review recommendation and approve/disapprove the Undocking Permit   | None | 1 hour     | President and CEO<br>Office of the President & CEO         |
|   | 4.3 Notify the client of the approval or disapproval of the Undocking Permit<br><br>If approved, Stamps the manifest and vessel's roll book "ENTERED" | None | 10 minutes | VP for Airport Management<br>Office for Airport Management |
| 5. Receive signed and approved Undocking Permit   | 5. Issues signed and approved Undocking Permit  | None | 5 minutes  | VP for Airport Management<br>Office for Airport Management |
| 6. Vessel leaves port before expiration of the clearance or otherwise the same shall be revalidated   | 6. Ensures the vessels departure at the port.<br><br>As per report from the vessel, records the time of departure on the                              | None | 5 minutes  | Security Officer<br>Office for Regulatory Services         |



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|               |                   |   |                               |  |
|---------------|-------------------|---|-------------------------------|--|
|               | Vessel's Logbook. |   |                               |  |
| <b>TOTAL:</b> |                   | <u>Usage Fee</u><br><u>(Domestic Vessel):</u><br>1. Private Pier (with PTO) -<br>PhP0.40 x GRT x No. of Days<br>2. Government Pier<br>a. 6 to 100 GRT -<br>PhP82.00 x No. of Days<br>b. Over 100 GRT -<br>PhP0.80 x GRT x No. of Days | <b>3 hours and 20 minutes</b> |  |

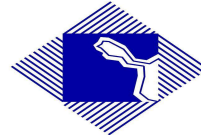


PORO POINT MANAGEMENT CORPORATION

# **Office for Internal Audit**

## **Internal Services**





PORO POINT MANAGEMENT CORPORATION

## 1. Audit Engagement Plan Preparation

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

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



PORO POINT MANAGEMENT CORPORATION

## 2. Audit Execution

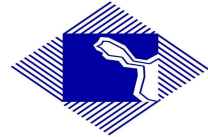
This process covers the procedures and requirements for the execution of audit.

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

## 3. Audit Reporting

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

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



PORO POINT MANAGEMENT CORPORATION

|                                   |   |             |                        |  |
|-----------------------------------|---|-------------|------------------------|--|
|                                   | 1. Develop audit findings and recommendations   | None        | 5 working days         | <i>Internal Auditor</i><br>Office for Internal Audit |
|                                   | 1.1 Incorporate the auditee's response to the audit report.   | None        | 1 working day          | <i>Internal Auditor</i><br>Office for Internal Audit |
|                                   | 1.2 Prepare rejoinder to the response as necessary.   | None        | 3 working days         | <i>Internal Auditor</i><br>Office for Internal Audit |
|                                   | 1.3 Finalize the Audit Report.  | None        | 10 working days        | <i>Internal Auditor</i><br>Office for Internal Audit |
| 2. Receive the Final Audit Report | 2. Present the Final Audit Report for approval of the Board of Directors/ Audit & Risk Oversight Committee. Furnish the auditee of the approved Audit Report. | None        | 1 working day          | <i>Internal Auditor</i><br>Office for Internal Audit |
|                                   | <b>TOTAL:</b>   | <b>None</b> | <b>20 working days</b> |  |

#### 4. Follow-up Audit

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

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



PORO POINT MANAGEMENT CORPORATION

|   |  |             |                        |  |
|---|--|-------------|------------------------|--|
|   | 1. Execute Follow-up Audit per Audit Plan.<br><br>Monitor implementation of approved audit findings and recommendations.<br><br>Resolve non implementation/ inadequate implementation of audit recommendations | None        | 10 working days        | <i>Internal Auditor</i><br>Office for Internal Audit |
|   | 1.1 Prepares the draft Follow-up Audit Report. Discuss with concerned Office the result of audit.  | None        | 8 working days         | <i>Internal Auditor</i><br>Office for Internal Audit |
|   | 1.2 Finalize the Follow-up Audit Report.   | None        | 1 working day          | <i>Internal Auditor</i><br>Office for Internal Audit |
| 2. Receive the Final Follow-up Audit Report | 2. Present the Final Follow-up Audit Report for approval of the Board of Directors/ Audit & Risk Oversight Committee.  | None        | 1 working day          | <i>Internal Auditor</i><br>Office for Internal Audit |
|   | <b>TOTAL:</b>  | <b>None</b> | <b>20 working days</b> |  |

## 5. Post Audit of Financial Records

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

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



PORORO POINT MANAGEMENT CORPORATION

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

## 6. Audit of Execution & Implementation of Board Resolution

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

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



PORO POINT MANAGEMENT CORPORATION

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

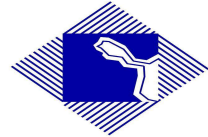


PORO POINT MANAGEMENT CORPORATION

## VI. FEEDBACK AND COMPLAINTS

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

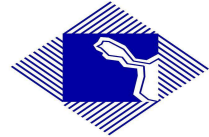
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PORO POINT MANAGEMENT CORPORATION

|                         |   |
|-------------------------|---|
| How to file a complaint | <p><b>A. Format of Complaints</b></p> <ol style="list-style-type: none"> <li>1. All Official Complaints may be filed only in Written Format duly signed by the Complainant; and</li> <li>2. Addressed to Poro Point Management Corporation (PPMC) and/or the PPMC President and CEO.</li> </ol> <p><b>B. Contents of the Complaints</b></p> <ol style="list-style-type: none"> <li>1. Complainant must indicate the following: <ol style="list-style-type: none"> <li>a. Full name of the Complainant(s);</li> </ol> </li> </ol>  |
|                         | <ol style="list-style-type: none"> <li>b. Contact details, including: Mailing Address and/or Telephone Number;</li> <li>c. Concern/Interest/Legal Standing on the issue sought to be addressed; and</li> <li>d. Personality (Whom among those above-stated valid complainants is being represented).</li> </ol> <ol style="list-style-type: none"> <li>2. Name of the specific PPMC Office and/or PPMC Officer/Employee(s) concerned.</li> <li>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.</li> <li>4. Date of the official PPMC response letter (if any) attached as Annex B.</li> <li>5. Indicate the specific action being requested and the official action taken by PPMC (if any).</li> <li>6. Full and complete signature of the Complainant or their authorized Representative.</li> </ol> <ol style="list-style-type: none"> <li>1. <b>Written Letters:</b> Gov. Joaquin L. Ortega Avenue, Poro Point Freeport Zone, Poro, City of San Fernando, La Union</li> <li>2. <b>Electronic Mail:</b> poropointfreeportzone@gmail.com</li> </ol> |





PORO POINT MANAGEMENT CORPORATION

|                                       |  |
|---------------------------------------|--|
| How complaints are processed          | <p><b>Procedure for Filing Complaints:</b></p> <p><b>STEP 1:</b> File the WRITTEN COMPLAINT to address indicated and/or the electronic mail address of PPMC.</p> <p><b>STEP 2:</b> The PPMC shall acknowledge receipt of the Complaint within fifteen (15) days from receipt thereof.</p> <p><b>STEP 3:</b> 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><b>STEP 4:</b> 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><b>STEP 5:</b> 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><b>STEP 6:</b> 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><b>STEP 7:</b> 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><b>STEP 8:</b> 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> |
| Contact Information of CCB, PCC, ARTA | <p><b>ARTA:</b> complaints@arta.gov.ph<br/>1-ARTA (2782)</p> <p><b>PCC:</b> 8888</p> <p><b>CCB:</b> 0908-881-6565 (SMS)</p>  |

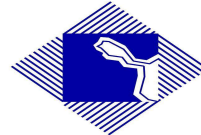
## VII. LIST OF OFFICES



PORO POINT MANAGEMENT CORPORATION

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

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

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