

RENEWAL OF PERMIT TO OCCUPY

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Pursuant to Section 15 of PPA Memorandum Order No. 22-95 on the Revised Guidelines on Real Estate Management, please be reminded to submit in writing your intention to renew your Permit to Occupy for CY 2003 on your present leased office/land premises to the Office of the Port Manager not later than 30 November 2002.

Lessees who have not been able to secure their Permit to Occupy (PTOC) for CY 2002 for non-payment of their outstanding account are advised to settle the same and to secure a Certification of No Outstanding Accounts from the Finance Section of this Office for immediate issuance of said Permit. Failure to do so will constitute noneligibility for Permit to occupy for CY 2003.

Lessees with outstanding accounts and exhausted deposits for rental are advised to pay their accounts and/or update their deposits prior to renewal of PTOCs for CY 2003.

Adopted: 14 Oct. 2002

(SGD.) PRUDENCIO B. MERCADO, JR.

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