

PHILIPPINE PORTS AUTHORITY

Port Rules and Regulations 2011

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Philippine Ports Authority
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FOREWORD

The **PPA Port Rules and Regulations**, a series of books published by the Philippine Ports Authority's Commercial Services Department, is the first printed publication which puts under one cover current port regulations of the Authority.

It answers the call of the national government to simplify and document governmental procedures and provide the necessary information that will enable the public to transact business with the public sector in the easiest and most transparent manner.

However, because of the number of rules and regulations issued by the PPA since its establishment in 1974, it is almost impossible to print all the relevant issuances at one time. Hence, the port rules and regulations are printed in a series of volumes.

This book covers rules and regulations issued in the year 2011.

Other volumes already completed and the years covered by each are:

Port Rules and Regulations Volume 1	(1991-1992)
Port Rules and Regulations Volume 2	(1990)
Port Rules and Regulations Volume 3	(1989)
Port Rules and Regulations Volume 4	(1993)
Port Rules and Regulations Volume 5	(1988)
Port Rules and Regulations Volume 6	(1994)
Port Rules and Regulations Volume 7	(1986-1987)
Port Rules and Regulations Volume 8	(1985)
Port Rules and Regulations Volume 9	(1995)
Port Rules and Regulations Volume 10	(1996)
Port Rules and Regulations Volume 11	(1997)
Port Rules and Regulations Volume 12	(1998)
Port Rules and Regulations Volume 13	(1999)
Port Rules and Regulations Volume 14	(2000)
Port Rules and Regulations 2001	
Port Rules and Regulations 2002	
Port Rules and Regulations 2003	
Port Rules and Regulations 2004	
Port Rules and Regulations 2005	
Port Rules and Regulations 2006	
Port Rules and Regulations 2007	
Port Rules and Regulations 2008	
Port Rules and Regulations 2009	
Port Rules and Regulations 2010	

Issuances included in the book are those which are of interest to the port clientele, specially those that bear on their operations in the ports.

The material is arranged by subject heading and then by the date and number of the issuance.

Whenever possible and space permits, the book includes related issuances from the Office of the President and from other government agencies which have influenced or directed the adoption of certain policies, rules, and regulations within the Authority.

At the bottom of some issuances is the effectivity date of the rule and regulation, and the name and date of the newspaper of general circulation where it was published.

A **QUICK REFERENCE INDEX** is likewise provided so that the reader can find the issuance quickly.

**Port Rules and Regulations
2011**

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THE PHILIPPINE PORTS AUTHORITY

The Philippine Ports Authority was created under Presidential Decree No. 505, which was subsequently amended by PD No. 857 in December 1975.

The latter decree, which is referred to as the revised charter of the Philippine Ports Authority, broadened the scope and functions of the PPA to facilitate the implementation of an integrated program for the planning, development, financing, operation and maintenance of ports or port districts for the entire country.

In 1978, the PPA charter was further amended by Executive Order No. 513, granting the PPA police authority, creating the National Ports Advisory Council to strengthen cooperation between the government and the private sector, and empowering the PPA to exact reasonable administrative fines for specific violations of its rules and regulations.

Subsequently, Executive Order No. 159 was issued in 1987 to give the PPA financial autonomy and the responsibility for undertaking all construction projects under its port system.

Various functions such as port administration and project execution previously handled, respectively, by the Bureau of Customs and the Department of Public Works and Highways, were transferred to the PPA.

Objectives

1. Coordinate, streamline, improve and optimize the planning, development, financing, construction, maintenance, and operation of ports, port facilities, port physical plants, and all equipment used in connection with the operation of a port;
2. Ensure the smooth flow of waterborne commerce passing through the country's ports, whether public or private, in the conduct of international and domestic trade;
3. Promote regional development through dispersal of industries and commercial activities throughout the different regions;
4. Foster inter-island seaborne commerce and foreign trade;
5. Redirect and reorganize port administration beyond its specific and traditional functions of harbor development and cargo handling operations to the broader function of total port district development including encouraging the full and efficient utilization of the port's hinterland and tributary areas;
6. Ensure that all income and revenues accruing out of dues, rates and charges for the use of facilities and services provided by the Authority are properly collected and accounted for by the Authority, that all such income and revenues will be adequate to defray the cost of providing the facilities and services (inclusive of operating and maintenance cost, administration and overhead) of the port districts, and to ensure that a reasonable return on the assets employed shall be realized.

Functions

1. Formulate and implement a comprehensive and practicable port development plan for the State in coordination with the National Economic and Development Authority;
2. Supervise, control, regulate, construct, maintain, operate and provide necessary port facilities and services;
3. Prescribe rules and regulations, procedures and guidelines for the operation of ports;

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4. License, control, regulate, supervise any construction or structure within the port district;
 5. Provide, services, on its own or by contract, within the port district and approaches thereof, including but not limited to berthing, slipping, or docking of any vessel; loading or discharging of vessels; sorting, weighing, measuring, warehousing, or otherwise handling of goods;
 6. Control and administer any foreshore rights and leases which may be vested in the Authority from time to time;
 7. Coordinate with the Bureau of Lands or any other government agency or corporation in the development of any foreshore areas;
 8. Control, regulate and supervise pilotage and the conduct of pilots in any port district;
 9. Provide and assist in training programs for its staff and the staff of port users and operators;
 10. Perform or provide other services necessary to carry out its objectives, including the adoption of necessary measures to remedy congestion in any government port.

Management and Organization

At the policy formulation level, the Philippine Ports Authority is governed by a nine-man Board of Directors. It is chaired by the Secretary of the Department of Transportation and Communications, with the General Manager of the Philippine Ports Authority as Vice-Chairman.

Its members are the Director-General of the National Economic and Development Authority, the Secretaries of the Department of Public Works and Highways, Finance, Trade and Industry, Environment and Natural Resources, the Administrator of the Maritime Industry Authority, and a representative from the private sector.

Policies approved by the Board are implemented by the General Manager as Chief Executive Officer. Helping him are his three Assistant General Managers: Finance, Legal and Administration, Operations, and Engineering Services.

Central Office departments supervised by the Assistant General Managers deliver support services to the field or line units.

Frontline services are delivered by five Port District Offices which are semi-autonomous regional offices responsible for the activities of the various Port Management Offices under their jurisdiction.

Port Management Offices serve as base ports for the supervision of public and private ports within their area of operation.

Mandate

“To establish, develop, regulate, manage and operate a rationalized national port system in support of trade and national development.”

Vision

“By 2030, customers doing business in our ports shall experience full and sustained productivity, efficiency, comfort, connectivity, safety and security.”

Mission Statement

“We commit to provide reliable and responsive services in our ports, sustain development of our port communities and the environment, and be a model corporate agency of the government.”

Corporate Values

Creativity. Innovation, adaptability

Responsibility. Accountability, taking and managing risks

Ethics. Integrity within moral bounds

Sincerity. Commitment to fulfill mandate

Teamwork. Synergy of working together

Role of Philippine Ports in Economic Development

An archipelago consisting of 7,107 islands and islets, the Philippines is greatly dependent on water transport for trade and commerce between and among its main islands. It has a long coastline facing the Pacific Ocean to the east and the South China Sea to the west.

The country lies at the heart of Southeast Asia with China to the North, the Indonesian archipelago to the south, and the countries of Laos, Vietnam, Cambodia and Thailand to the west and Malaysia to the southwest.

Against this backdrop, the Philippines enviably occupies a highly strategic point and natural hub of economic activity in the region.

Because of the Philippines' geographic configuration, there is heavy reliance on ports to carry on maritime trade.

As vital nodes of the transport chain providing the major interface between land and water transportation, ports bridge production and consumption centers.

Demand for water transport is heavy because it is the cheapest means of moving goods from island to island and from the Philippines to the international markets.

To answer this demand, the government developed the Strong Republic Nautical Highway (SRNH) where ports were streamlined and maintained to cater to the roll-on/roll-off (RORO) system of moving goods and people and thus encourage and enhance inter-island trade and commerce and domestic tourism.

CARGO HANDLING CHARGES

April 07, 2011

PPA MEMORANDUM CIRCULAR

NO. 01 -2011

TO : The Port District Managers
The Port Managers
All Cargo Handling Operators
All Ship Owners
Port Users
Others Concerned

FROM : The General Manager

SUBJECT : Revocation of PPA Memorandum Circular (MC) No. 01-2009 (50%-50% Sharing on the Arrastre Fees in Instances Where Cargo Handling [CH] Operators Utilizes Equipment of the Shipping Lines in Rendering Services to Vessels and Cargo Owner)

Consistent with the requirement in the CH Contract, the Authority shall now strictly implement the policy where the authorized CH Operators are obligated to procure their equipment, either by purchase or lease.

In this regard, PPA MC No. 01-2009 (See Port Rules and Regulations 2009, page 15) prescribing the 50%-50% sharing on the arrastre fees in instances where the CH operator utilizes equipment of the shipping lines in rendering services to vessels and cargo owners is hereby **REVOKED**.

In the event where the shipping company is willing to allow the CH Operator to use its equipment, any arrangement as regards the payment shall be internal between the CH operator and the shipping company.

The payment of arrastre service shall be 100%.

Corollary to this, the Commercial Services Department shall delete the portion under "containerized cargo" of the schedule of cargo handling tariff of all ports.

This Circular shall take effect 15 days after publication in newspaper of general circulation.

(Sgd.) JUAN C. STA. ANA

Published in the Manila Standard/Today – April 12, 2011

Effectivity Date – April 27, 2011

April 25, 2011

PPA OPERATIONS MEMORANDUM
CIRCULAR NO. 03 -2011

TO : Port District Managers
Port Managers
Cargo Handling Operators
Ship Owners
Shippers/Consignees
Others Concerned

SUBJECT : Clarification on the Treatment and Imposition of
Applicable Fees on Self-Driven Heavy Equipment
Transported in RO-RO or Non-RO-RO Vessels

To avert any disagreement and to resolve conflict on the proper treatment and imposition of applicable fees on self-driven heavy equipment transported in RO-RO or Non-RO-RO vessels, the following clarifications are hereby issued:

- The Roll-On/Roll-Off Transport System (RRTS) was promulgated to provide safe and efficient transportation modes to bridge islands, as well as reduce cost of inter-island transportation, enhance tourism and trade, and facilitate the food supply chain.
- It is considered the most affordable and efficient means of moving people and products (*underscoring supplied*).
- The vehicle types below described under PPA Memorandum Circular (MC) No. 17-2003 (See Port Rules and Regulations 2003, page 166) with rates as amended by PPA Operations MC No. 10-2008 (See Port Rules and Regulations 2008, page 38) refer to "self-driven" or "self-propelled" or "pure RO-RO" vehicles laden with people or products:

Vehicle Type	Description	Terminal Fee (Php) (VAT Inclusive)
1	Motorcycle, Tricycle, Scooter	65.00
2	Car, Minivan, SUV, AUV, Owner, Jeep, PUJ not more than 16 pax	129.00
3	Light Delivery Truck, Van, Pickup Truck, PUJ more than 16 pax	258.00
4	Stake truck, heavy delivery truck, passenger/tourist bus, prime mover, tractor head with or without trailer/chassis, 10-wheeler	516.00

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-
- By definition, a "pure RO-RO vehicles or RRTS vehicles are vehicles self-driven on their own power, and by their own driver, into or out of the RO-RO vessel without rehandling at the pier/wharf or grounding on board the vessel. These are vehicles used to transport cargoes and/or people.
 - Heavy equipment such as cranes, bulldozers, graders, backhoes and the like, although self-propelled and self-driven by its own driver, are not for use in the general transport of cargoes and/or people.

Therefore, it is hereby clarified that self-driven heavy equipment is not considered a RO-RO vehicle, hence, shall be charged the regular cargo handling rate for such commodity.

For compliance.

(Sgd.) RAUL T. SANTOS
AGM for Operations

September 13, 2011

PPA ADMINISTRATIVE ORDER

NO. 06 -2011

TO : All Port District Managers
All Port Managers
Cargo Handling Operators
Consignees/Shippers
Others Concerned

SUBJECT : Guidelines on the Imposition of Weighing
Rate for Containers and RO-RO Vehicles

1. AUTHORITY

- 1.1 Section 20-a of P.D. 857, as amended
- 1.2 Section 6 of PPA Memorandum Circular No. 23-2009 (See Port Rules and Regulations 2009, page 167) dated October 15, 2009.
- 1.3 Board Resolution No. 2257 (See page 19) dated June 27, 2011

2. OBJECTIVE

To provide a maximum rate for weighing services and operation.

3. COVERAGE

This order shall cover all outbound laden containers and RO-RO vehicles prior to loading onboard domestic vessels.

4. WEIGHBRIDGE FEES

4.1 Cargo Handling (CH) Operator-Owned Weighbridge

For CH-Operator owned weighbridge, payment for weighing service shall be at a maximum rate of:

Php80.00 per Container/RO-RO Vehicle (VAT Inclusive)

4.2 PPA-Owned Weighbridge

For PPA-owned weighbridge, the existing tariff approved by PPA for such services shall be maintained.

4.3 Rate Adjustment

The prescribed rate collectible by the service provider for weighing services rendered may be subject to adjustments in accordance with the price policy and rate setting mechanism currently adopted by the Authority and the laws and regulations promulgated by the government.

5. FINANCIAL OBLIGATIONS

The CH operator using the PPA-owned weighbridge facility shall pay the Authority rental of the weighbridge facility.

The CH operator using its owned weighbridge facility shall pay the Authority a rental fee per square meter prevailing in a particular port for the space occupied by the weighbridge facility.

6. GUIDELINES

The prescribed weighing fee shall be applied to the following:

6.1 Outbound loaded containers

- 6.1.1 Where operation require movement of containers using equipment or gears that can only handle one container at a time, e.g. forklift, spreader, etc., it is deemed necessary to weigh containers individually.
- 6.1.2 Where containers are loaded onto the vessel using CHARO operations, weighing on a per chassis may be allowed, whether loaded with two or more containers and shall be charged as one unit load.

6.2 Outbound RO-RO Vehicles

- 6.2.1 RO-RO vehicle types 3 and 4, where such vehicles are registered for commercial purposes **and loaded** with commercial cargo as follows:

Vehicle Type	
3	4
Light delivery truck Van, Pick-up truck, PUJ	Stake truck, heavy delivery truck, passenger/tourist bus, prime mover, tractor head with or without trailer/chassis, 10-wheeler

7. EXEMPTION

All RO-RO Vehicles which have **registered fixed weight** and **have no commercial cargo** carried shall be exempted from weighing.

8. PROVISION OF WEIGHBRIDGE

To prevent queuing and avoid delays and traffic congestion, the service provider shall install a number of weighbridges in strategic location in the port should it be established that a regular number of high volume of containers and RO-RO vehicles is being handled.

Initial study indicates that one (1) weighbridge (truck scale) should only service a maximum number of 120 containers/RO-RO vehicles in 12 uninterrupted hours. Should the daily volume of containers/RO-RO vehicles exceed 120, the service provider shall be required to put up another weighbridge to prevent traffic congestion.

Likewise, the service provider shall ensure that there is enough space to hold trucks and other vehicles found to be overloaded in order that smooth flow of weighing other vehicles may not be hampered.

Further, the service provider shall ensure that weighing service is available at all times when needed.

9. SEPARABILITY CLAUSE

If for any reason, any section of these Guidelines on the Imposition of Weighing Rate for Container/RO-RO Vehicle is declared to be invalid, the other provisions hereof shall not be affected by such declaration.

10. AMENDATORY CLAUSE

This Order may be subject to amendments by the Authority as the need arises, after the effectivity of this Order.

11. REPEALING CLAUSE

Any provision of existing PPA rules and regulations which are inconsistent herewith shall be deemed amended or modified accordingly.

12. EFFECTIVITY

This Order shall take effect 15 calendar days after its publication in a newspaper of general circulation.

(Sgd.) JUAN C. STA. ANA

General Manager

Published in the Manila Standard/Today – September 19, 2011

Effectivity Date – October 4, 2011

SECRETARY'S CERTIFICATE

I, *ELSA L. HILARIO*, duly designated Corporate Board Secretary of the Philippine Ports Authority (PPA), a government instrumentality attached to the Department of Transportation and Communications, created by virtue of Presidential Decree No. 857, as amended, with principal office at the 6th Floor PPA Head Office Building, A. Bonifacio Drive, South Harbor, Port Area, Manila, and having custody of the Board records of the PPA, do hereby certify:

That, during the 376th Regular Meeting of the Board of Directors of the Philippine Ports Authority held on 27 June 2011 at the PPA Board Room, 6th Floor PPA Head Office Building, A. Bonifacio Drive, South Harbor, Port Area, Manila, the following Resolution was adopted:

RESOLUTION NO. 2257

"RESOLVED, That on motion duly made and seconded, BoardCom Resolution Nos. 2011-1285 and 2011-1286, as adopted during the 242nd Meeting of the Board Committee, held on 27 June 2011, hereto attached and incorporated by reference, be, as they are hereby confirmed."

IN WITNESS WHEREOF, I have signed this Secretary's Certificate this 28th day of June 2011, at the above-mentioned address.

(Sgd.) ATTY. ELSA L. HILARIO
Corporate Board Secretary

October 18, 2011

PPA MEMORANDUM CIRCULAR

NO. 13 -2011

TO : The Port District Manager, PDO-Manila/Northern Luzon
The Port Manager, PMO South Harbor
The Officer-in-Charge/MICT
International Container Terminal Services, Inc. (ICTSI)
Asian Terminal, Inc. (ATI)
All Shipping Companies & Agents
And Other Port Users Concerned

SUBJECT : Tariff Rate Increase on Vessel-Related Container Handling
Services at South Harbor and Manila International Container

Pursuant to BoardCom Resolution No. 2011-1291 (See page 21) dated September 9, 2011 and as confirmed by PPA Board Resolution No. 2261 (See page 22) adopted on September 27, 2011, the vessel-related (stevedoring) tariff on foreign container handling services at South Harbor and the Manila International Container Terminal are hereby adjusted as follows:

1st Tranche – 6% increase of the rate as of 2009

2nd Tranche – 11% increase of the rate as of 2009, effective six (6) months after the effectivity of the 1st tranche.

This Memorandum Circular shall take effect thirty (30) days after publication in a newspaper of general circulation.

(Sgd.) JUAN C. STA. ANA
General Manager

Published in the following newspapers:

Manila Standard/Today }
Business Mirror } October 19, 2011

Effectivity Date – November 18, 2011

SECRETARY'S CERTIFICATE

I, *ELSA L. HILARIO*, duly designated Secretary of the Board Committee, as created by the Board of Directors of the Philippine Ports Authority (PPA), and having custody of the Board records of the said committee, do hereby certify:

That, during the 244th Meeting of the Board Committee held on 09 September 2011 at the PPA Board Room, 6th Floor PPA Head Office Building, A. Bonifacio Drive, South Harbor, Port Area, Manila, the following Resolution was adopted:

BOARDCOM RESOLUTION NO. 2011-1291

"RESOLVED, That on motion duly made and seconded and as recommended by the Hearing Panel created under PPA Special Order No. 506-2011 dated 29 July 2011 pursuant to PPA Memorandum Circular No. 11-2007 dated 16 November 2007 (Revised Rules in the Conduct of Public Hearing for Rate Increases), the proposed request of Asian Terminals, Inc. (ATI) of South Harbor and International Container Terminal Services, Inc. (ICTSI) of the Manila International Container Terminal (MICT) for tariff adjustment in vessel-related charges for international containerized cargoes/containers handled at South Harbor and MICT, be, as it is hereby approved subject to the following:

- 1. An upward tariff adjustment for ATI and ICTSI equivalent to a total of 17% for vessel-related charges on international containerized cargoes/containers handled at South Harbor and MICT;*
- 2. Above adjustments to be implemented in two (2) tranches and not compounded upon approval of the PPA Board and thirty (30) days after publication in a newspaper of general circulation as follows:*

1st tranche – 6% increase of the present rate; and

2nd tranche – 11% increase to be effective six (6) months after the effectivity of the 1st tranche.

IN WITNESS WHEREOF, I have signed this Secretary's Certificate this 9th day of September 2011, at the above-mentioned address.

(Sgd.) ATTY. ELSA L. HILARIO
Corporate Board Secretary

SECRETARY'S CERTIFICATE

I, *ELSA L. HILARIO*, duly designated Corporate Board Secretary of the Philippine Ports Authority (PPA), a government instrumentality attached to the Department of Transportation and Communications, created by virtue of Presidential Decree No. 857, as amended, with principal office at the 6th Floor PPA Head Office Building, A. Bonifacio Drive, South Harbor, Port Area, Manila, and having custody of the Board records of the PPA, do hereby certify:

That, during the 378th Regular Meeting of the Board of Directors of the Philippine Ports Authority held on 27 September 2011 at the PPA Board Room, 6th Floor PPA Head Office Building, A. Bonifacio Drive, South Harbor, Port Area, Manila, the following Resolution was adopted:

*RESOLUTION NO. **2261***

"RESOLVED, That on motion duly made and seconded, BoardCom Resolution Nos. 2011-1291 and 2011-1292, as adopted during the 244th Meeting of the Board Committee, held on 09 September 2011 and BoardCom Resolution Nos. 2011-1294 and 2011-1295, as adopted during the 245th Meeting of the Board Committee, held on 27 September 2011, hereto attached and incorporated by reference, be, as they are hereby confirmed."

IN WITNESS WHEREOF, I have signed this Secretary's Certificate this 28th day of September 2011, at the above-mentioned address.

(Sgd.) ATTY. ELSA L. HILARIO
Corporate Board Secretary

November 2, 2011

PPA OPERATIONS MEMORANDUM

CIRCULAR NO. 08 -2011

TO : The Port District Manager, PDO-Manila/Northern Luzon
The Port Manager, PMO South Harbor
The Officer-in-Charge, PPA-MICT
International Container Terminal Services, Inc. (ICTSI)
Asian Terminals, Inc. (ATI)
All Shipping Companies & Agents
and Other Port Users Concerned

SUBJECT : Cost-Recovery Adjustment on Vessel-Related Container
Handling Services at South Harbor and MICT

Pursuant to PPA Memorandum Circular (MC) No. 13-2011* dated October 18, 2011, the vessel-related (stevedoring) handling tariff for foreign container handling services at South Harbor and MICT was approved to be adjusted in two (2) tranches.

The first tranche (6% of the rate as of 2009) is to be effective 30 days after publication of the MC or on November 18, 2011. The second tranche (11% of the rate as of 2009) will take effect six months after the effectivity of the first tranche or on May 18, 2012. The cost-recovery rate is equivalent to a total of 17% cost-recovery adjustment over the 2009 cargo handling rates on vessel-related container handling services.

In connection with the said MC, attached is the revised schedule of cargo handling tariff at South Harbor and MICT for reference and guidance.

(Sgd.) RAUL T. SANTOS
AGM for Operations

*PPA MC No. 13-2011 was published in
The Manila Standard/Today and
Business Mirror on October 18, 2011

October 18, 2011

PPA MEMORANDUM CIRCULAR

NO. 13 -2011

TO : The Port District Manager, PDO-Manila/Northern Luzon
The Port Manager, PMO South Harbor
The Officer-in-Charge, MICT
International Container Terminal Services, Inc. (ICTSI)
Asian Terminals, Inc. (ATI)
All Shipping Companies & Agents
and Other Port Users Concerned

SUBJECT : Tariff Rate Increase on Vessel-Related Container Handling
Services at South Harbor and Manila International Container
Terminal

Pursuant to BoardCom Resolution No. 2011-1291 dated September 9, 2011 and as confirmed by PPA Board Resolution No. 2261 adopted on September 27, 2011, the vessel-related (stevedoring) tariff on foreign container handling services at South Harbor and the Manila International Container Terminal are hereby adjusted as follows:

1st Tranche – 6% increase of the rate as of 2009

2nd Tranche – 11% increase of the rate as of 2009, effective six (6) months after the effectivity of the 1st tranche.

This Memorandum Circular shall take effect thirty (30) days after publication in a newspaper of general circulation.

(Sgd.) JUAN C. STA. ANA
General Manager

Published in the following newspapers:

Manila Standard/Today }
Business Mirror } October 19, 2011

Effectivity Date – November 18, 2011

PORT OF MANILA
SCHEDULE OF CARGO HANDLING TARIFF AT
MANILA INTERNATIONAL CONTAINER TERMINAL
AND SOUTH HARBOR
As of November 18, 2011

I. CONTAINERIZED CARGO

A. Vessel Charges (Stevedoring)*			1st Tranche*	2nd Tranche*
Non-Self-Sustaining Vessel			6% Inc.	Add'l. 11% Inc.
			Effective	Effective
			<u>11/18/2011</u>	<u>5/18/2012</u>
1. CY/FCL	<u>Basis</u>			
<u>Loaded</u>				
20 footer	/box	US\$	82.677	91.257
40 footer	/box		115.652	127.654
<u>Empty</u>				
20 footer	/box	US\$	69.498	76.710
40 footer	/box		89.534	98.826
2. CFS/LCL – Inbound/Outbound				
20 footer	/box	US\$	204.812	226.066
40 footer	/box		298.480	329.455
3. Shifting on Board				
	/box	US\$	62.642	69.143
4. Shifting via dock/barge/vice versa				
<u>SVD Loaded</u>				
1-4 TEU/bay (or equivalent units)	/box	US\$	140.970	155.599
Above 4 TEU/bay (or equivalent units)	/box		183.255	202.272
but no more than 15 units/bay	/box	US\$	238.213	262.934
Above 15 units/bay				
<u>SVD Empty</u>				
1-4 TEU/bay (or equivalent units)	/box	US\$	140.970	155.599
Above 4 units/bay (or equivalent units)	/box		183.255	202.272
5. Foreign Transhipment (without network)				
20 footer	/box	US\$	120.267	132.747
40 footer	/box		150.387	165.994
6. Empty Flat Racks				
6.1 Two to four 20-foot empty flat racks	/bundle	US\$	82.677	91.257
bundled as one unit				
6.2 Two to four 40-foot empty flat racks	/bundle	US\$	115.652	127.654
bundled as one unit				
<u>Self-Sustaining Vessel</u>				
1. CY/FCL				
<u>Loaded</u>				
20 footer	/box	US\$	45.620	50.354
40 footer	/box		78.489	86.634
<u>Empty</u>				
20 footer	/box	US\$	32.628	36.014
40 footer	/box		52.503	57.951

*Per PPA MC No. 13-2011 dtd. Oct. 18, 2011

	<u>Basis</u>		<u>1st Tranche*</u> <u>6% Inc.</u> <u>Effective</u> <u>11/18/2011</u>	<u>2nd Tranche*</u> <u>Add'l. 11% Inc.</u> <u>Effective</u> <u>5/18/2012</u>
2. CFS/LCL – Inbound/Outbound				
20 footer	/box	US\$	166.822	184.133
40 footer	/box		259.823	286.786
3. Shifting on Board*	/box	US\$	25.798	28.475
4. Shifting via dock/barge/vice versa*	/box	US\$	67.150	74.119
5. Foreign Transhipment (without rework)*				
20 footer	/box	US\$	53.571	59.131
40 footer	/box		83.771	92.464
B. Cargo Charges (Arrastre)**				
1. FCL – Import				
20 footer	/box	Php	3,241.00	
40 footer	/box		7,436.00	
2. FCL – Export				
20 footer	/box	Php	2,646.00	
40 footer	/box		6,077.00	

2.1 SHUT-OUT Export – an added charge on top of the arrastre (export) charge of:

Full/Loaded	/box	Php	2,643.00
Empty	/box		1,321.00

3. CFS/LCL – Import and Export shall be charged based on actual weight or measurement of LCL cargoes applying the present general cargo rate.

C. Dangerous Cargo To be charged in accordance with PPA AO No. 02-89 dtd. 8/14/89 and PPA AO No. 01-90 dtd. 03/01/90.

II. NON-CONTAINERIZED

A. Vessel Charges (Stevedoring)	<u>Basis</u>		<u>Non-Palletized</u>	<u>Palletized</u>
1. General Cargo				
a. Bagged Cargoes (Cargoes in bags, sacks)	/RT	Php	179.00	70.00
b. Frozen Cargoes				
b.1 Unpacked Fish	/RT	Php	556.00	–
b.2 Fish in Cartons	/RT		371.00	–
c. Others (Cargoes in crates, boxes, cases, drums, etc.)	/RT	Php	77.00	53.00

*Per PPA MC No. 13-2011 dtd. Oct. 18, 2011

**PPA MC No. 24-2009 effective Jan. 1, 2010

2.	Heavy Lift				
a.	5-20 tons	/MT	Php	378.00	-
b.	Over 20 tons	/MT		461.00	-
3.	Steel Products	/MT	Php	61.00	43.00
4.	Logs	/1000 Bd. Ft.	Php	162.00	-
5.	Lumber	/1000 Bd. Ft.	Php	-	120.00
6.	Bulk				
a.	Free Flowing	/MT	Php	77.00	-
b.	Non-Free Flowing	/MT		84.00	-
7.	Shifting within hatch			150% of applicable rates	
8.	Shifting from hatch to another or from one hold to dock/pier or barge or vice versa			200% of applicable rates	

NB The above charges shall be exclusive of equipment except for item 6 i.e. Bulk cargoes where clamshell shall be provided.

B. Cargo Charges (Arrastre)**

<u>Import</u>	<u>Basis</u>		<u>Non-Palletized</u>	<u>Palletized</u>	
1.	General Cargo				
a.	Bagged Cargoes (cargoes in bags, sacks)	/RT	Php	230.00	102.00
b.	Frozen Cargoes				
b.1	Unpacked Fish	/RT	Php	864.00	
b.2	Fish in Cartons	/RT		577.00	
c.	Others (cargoes in crates, boxes, cases, drums, etc.)	/RT	Php	130.00	102.00
2.	Steel Products	/RT	PHP	152.00	122.00
3.	Logs	/1000 Bd. Ft.	Php	198.00	-
4.	Lumber	/1000 Bd. Ft.	Php	-	198.00
5.	Heavy Lift				
	5-15 tons	/MT	Php	312.00	-
	Over 15 to 20 tons	/MT		516.00	-
	Over 20 tons	/MT		726.00	-
6.	Bulk Cargo	/MT	Php	130.00	-
7.	Checking Charge (Shipside Delivery)	/RT	Php	15.00	-

*Per PPA MC No. 13-2011 dtd. Oct. 18, 2011
**PPA MC No. 24-2009 effective Jan. 1, 2010

			1st Tranche* 6% Inc. Effective <u>11/18/2011</u>	2nd Tranche* Add'l. 11% Inc. Effective <u>5/18/2012</u>
C. Roll-On/Roll-Off Charges				
1.	Vessel Charges (Stevedoring)	/RT	Php 65.00	
2.	Cargo Charges (Arrastre)	/RT	130.00	-
D. Dangerous Cargo To be charged in accordance with PPA AO No. 02-89 dtd. 8/14/89 and PPA AO No. 01-90 dtd. 03/01/90.				
III. MISCELLANEOUS CHARGES (payable by whoever requested for services)				
A. CONTAINERIZED				
1.	Lifting and closing of hatch covers, lids and supporting beams (non-self sustaining vessels only)*	/hatch	US\$ 87.906	97.028
2.	Making fast and letting go lines* Size of Vessel:			
	Less than 10,000 GRT	/vessel	US\$ 14.380	15.872
	10,000 - 20,000 GRT	/vessel	16.434	18.140
	20,000 - 30,000 GRT	/vessel	20.516	22.645
	above 30,000 GRT	/vessel	24.624	27.180
3.	Pier Lighting (night operations* --- 1800H to 0600H)	/hour	US\$ 1.761	1.943
4.	Reefer Charges (Plug in/out)* 20 footer 40 footer	/box/hour or fraction	US\$ 1.441 3.362	1.591 3.711
	--- Reefer vans for export shall be subject to one (1) hour minimum			
	--- A minimum of six (6) hours shall be imposed on import reefer vans**			
	20 footer	/box	Php 373.00	
	40 footer	/box	869.00	
5.a	B.O. Turnover Survey*	gang/hour	US\$ 22.810	25.178
b.	Shoring/Recouping (Labor Cost Only)* Materials, subject to the determination of both parties based on actual usage.	gang/hour	US\$ 9.818	10.836
c.	Stripping – FCL**	<u>Basis</u> /box	Php 6,868.00	
	– 100% examination	/box	6,868.00	
	– Over 10% but below 100% exam	/box	3,436.00	
	– BOC Spot Checking exam	/box	1,050.00	
6.	Equipment Rental (includes operator)			

*Per PPA MC No. 13-2011 dtd. Oct. 18, 2011

**PPA MC No. 24-2009 effective Jan. 1, 2010

			1st Tranche* 6% Inc. Effective <u>11/18/2011</u>	2nd Tranche* Add'l. 11% Inc. Effective <u>5/18/2012</u>
a.	Shore Crane*	Basis /hour or fraction thereof	US\$ 118.587	130.893
b.	Crane – 100 ton mobile minimum* of twelve (12) container moves	/minimum	US\$ 448.442	494.978
EQUIPMENT HIRE:*				
	Crane (Mobile) 100 Tons Capacity	/hour	US\$ 262.625	289.878
	Crane 50 Tons Capacity	/hour	107.355	118.495
	Crane 25 Tons Capacity	/hour	61.308	67.670
	Crane Container Barge Tango	/hour	37.670	41.579
	Forklift 20 Ton Capacity	/hour	30.654	33.835
	Forklift 10 Ton Capacity	/hour	16.914	18.669
	Forklift 3 Ton Capacity	/hour	11.685	12.897
	Toploader 25 Ton Capacity	/hour	45.967	50.737
	Toploader 35 Ton Capacity	/hour	61.308	67.670
	Shifter/Straddle Carrier 25 Ton Capacity	/hour	61.547	67.934
	Tractor Head	/hour	16.862	18.611
	Truck, Stake	/hour	11.685	12.897
	Chassis with Truck/Tractor			
	20 footer	/hour	US\$ 7.417	8.186
	40 footer	/hour	14.780	16.314
c.	Pallets (outside rental)**	/box	Php 62.00	
7.	Transferring/storing of dangerous cargoes at the Dangerous Cargo Area (DCA) – (Per PPA MC 12-2004 for MICT & PPA MC 02-2005 for South Harbor)**			
	Containerized Dangerous Cargo	/TEU	Php 3,774.00	
	LCL (non-palletized)	/RT	258.00	
	LCL (palletized)	/RT	198.00	

The charges shall be distinct and in addition to the "premium charges" prescribed under PPA Admin. Order No. 02-89 (Cargo Handling Rate for Dangerous/Obnoxious Cargoes)

Penalty Charges*

Stand-by Charges

a. **Manpower**

Applies to vessel operation when labor is engaged to work but cannot work, when causes are attributable to vessel's fault, under the following conditions:

- a. waiting for vessel to dock;
- b. breakdown of vessel's gear;
- c. waiting for cargo/truck;
- d. men engaged but not put to work

Stand-by time charges due to inclement weather shall not apply except when the cargo owner/consignee insists on the deployment of a gang or objects to the knocking off of the gang during or impending inclement weather.

gang/hour	US\$	29.453	32.509
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*Per PPA MC No. 13-2011 dtd. Oct. 18, 2011

**PPA MC No. 24-2009 effective Jan. 1, 2010

	<u>Basis</u>			
b. Shore Crane				
Equivalent to four (4) Container Lifts	/minute	US\$	6.403	7.067
per hour or fraction thereof	/hour	US\$	128.138	141.436

B. NON-CONTAINERIZED

1. Making fast & letting go lines**

Size of Vessel:

Less than 10,000 GRT	/vessel	Php	664.00	
10,000 - 20,000 GRT	/vessel		759.00	
20,000 - 30,000 GRT	/vessel		950.00	
above 30,000 GRT	/vessel		1,138.00	
2. Pier Lighting (night operations** --- 1800H to 0600H)	/hour	Php	76.00	
3a. B.O. Turnover Survey	gang/hour	Php	922.00	
b. Shoring/Recouping (Labor Cost Only)** Materials, subject to the determination of both parties based on actual usage	gang/hour	Php	396.00	
4. Equipment Rental (includes operator)				
a. On-Dock**				
Crane (Mobile) 100 Tons Capacity	/hour	Php	11,214.00	
Crane 50 Tons Capacity	/hour		4,584.00	
Crane 25 Tons Capacity	/hour		2,617.00	
Forklift 20 Tons Capacity	/hour		1,309.00	
Forklift 10 Tons Capacity	/hour		719.00	
Forklift 3 Tons Capacity	/hour		498.00	
Toploader 25 Tons Capacity	/hour		1,964.00	
Toploader 35 Tons Capacity	/hour		2,617.00	
Shifter/Straddle				
Carrier 35 Tons Capacity	/hour	Php	2,617.00	
Tractor Head	/hour		719.00	
Truck, Stake	/hour		498.00	
b. On-Board				
Forklift 3 Tons Capacity	/hour	Php	773.00	
c. Outside rental of pallets**	/hour	Php	75.00	

Penalty Charges

Stand-by time charges shall be applied on delays beyond the control of the cargo handling operator, only under the following circumstances:

- a. waiting for vessel to dock;
- b. breakdown of vessel's gear;
- c. waiting for cargo/truck/barges;
- d. non-readiness of the vessel;

*Per PPA MC No. 13-2011 dtd. Oct. 18, 2011

**PPA MC No. 24-2009 effective Jan. 1, 2010

	<u>Basis</u>		1st Tranche* 6% Inc. Effective <u>11/18/2011</u>	2nd Tranche* Add'l. 11% Inc. Effective <u>5/18/2012</u>
e.	gang cancelled by client due to instances other than the above			
a.	On-Board			
b.	On-Dock**	gang/hour	Php 2,764.00	
		gang/hour	Php 2,295.00	

Stand-by time charges due to inclement weather shall not apply except when the cargo owner/consignee insists on the deployment of a gang or objects to the knocking off of a gang during or impending inclement weather.

Extra Labor Services

1. Gang Services

a.	On-Dock**			
	General Cargo Delivery Gang	gang/hour	Php 765.00	
	B.O. Turn-over Gang	gang/hour	972.00	
	Utility	gang/hour	1,003.00	
	Barge Delivery Operation	gang/hour	1,344.00	
	Lashing/Unlashing (RO-RO)	gang/hour	681.00	
	Lashing/Unlashing Gang	gang/hour	1,233.00	
	Self-Sustained Vessel (Loading/Unloading)	gang/hour	2,252.00	
	Integrated General Cargoes & Units	gang/hour	2,731.00	
b.	On-Board*			
	Regular Gang	gang/hour	US\$ 19.075	21.054
	Big Gang	gang/hour	22.437	24.765
	Manlighter Gang	gang/hour	13.313	14.695
	Lashing/Unlashing/Shoring	gang/hour	22.116	24.411
	Discharging Vessel/Barge Operation/ Stripping	gang/hour	41.672	45.997

2. Personnel Services*

	Antigo	/hour	US\$ 2.294	2.532
	Batteryman	/hour	2.374	2.621
	Cabo	/hour	2.374	2.621
	Cabo B.O.	/hour	2.374	2.621
	Carpenter	/hour	2.294	2.532
	Checker Posting B.O.	/hour	2.294	2.532
	Checker Delivery	/hour	2.455	2.710
	Checker Posting	/hour	2.455	2.710
	Checker Receiving	/hour	2.455	2.710
	Checker Transfer	/hour	2.455	2.710
	Clerk	/hour	2.294	2.532
	Cooperer B.O.	/hour	2.294	2.532
	Deliveryman	/hour	2.294	2.532
	Electrician	/hour	2.294	2.532
	Foreman Delivery	/hour	2.455	2.710
	Foreman Receiving	/hour	2.455	2.710
	Gatekeeper	/hour	2.562	2.828
	Gearlockerman	/hour	2.294	2.532
	Inspector B.O.	/hour	2.455	2.710
	Inspector Gate	/hour	2.562	2.828

*Per PPA MC No. 13-2011 dtd. Oct. 18, 2011

**PPA MC No. 24-2009 effective Jan. 1, 2010

		1st Tranche* 6% Inc. Effective <u>11/18/2011</u>	2nd Tranche* Add'l. 11% Inc. Effective <u>5/18/2012</u>
	<u>Basis</u>		
Lineman	/hour	2.294	2.532
Locator	/hour	2.294	2.532
Locator Van	/hour	2.294	2.532
Mechanic	/hour	2.455	2.710
Mechanic Helper	/hour	2.374	2.621
Moderno	/hour	2.268	2.503
Operator Crane (2)	/hour	3.014	3.327
Operator Forklift	/hour	2.294	2.532
Operator Gantry Crane	/hour	2.268	2.503
Operator Mobile	/hour	2.455	2.710
Operator Tractor	/hour	2.562	2.828
Reefer Technician	/hour	2.507	2.768
Signalman	/hour	2.294	2.532
Special Cargoman	/hour	2.294	2.532
Supervisor	/hour	2.614	2.885
Supervisor B.O.	/hour	2.614	2.885
Superintendent	/hour	2.828	3.121
Truck Driver	/hour	2.294	2.532
Utilityman	/hour	2.294	2.532
Welder	/hour	2.294	2.532
Winchman	/hour	2.294	2.532
Baggage Master	/hour	2.374	2.621

*Per PPA MC No. 13-2011 dtd. Oct. 18, 2011
**PPA MC No. 24-2009 effective Jan. 1, 2010

CARGO HANDLING CONTRACT

June 28, 2011

PPA ADMINISTRATIVE ORDER

NO. 05 -2011

TO : All District Managers, Port Managers
Department Managers
Cargo Handling Operators and
Others Concerned

SUBJECT : Amendment to Section 18 of the
Pro-Forma Cargo Handling Contract

In order to streamline the documentary requirements in the award/issuance of Cargo Handling Contracts, pursuant to the pertinent provisions of PPA Administrative Order No. 03-2009 (See Port Rules and Regulations 2009, page 59) entitled "Amendment to Article III (Guidelines in the Conduct of Public Bidding) of PPA Administrative Order No. 01-2006, the Compendium of Regulations on Cargo Handling Operations, Section 18 of the Pro-Forma Cargo Handling Contract is hereby amended/modified as follows:

"18. **Taxes** – The **CH OPERATOR** shall regularly present within the duration of this Contract, a Tax Clearance Certificate from the Bureau of Internal Revenue (BIR)."

This Order shall take effect fifteen (15) calendar days from its publication in the Office Gazette or in a newspaper of general circulation and a copy filed with the University of the Philippines Law Center.

(Sgd.) JUAN C. STA. ANA
General Manager

Published in the Philippine Star – July 8, 2011
Effectivity Date – July 22, 2011

PILOTAGE

February 11, 2011

PPA ADMINISTRATIVE ORDER

NO. 01 -2011

TO : All PDOs/PMOs, Harbor Pilot Applicants,
PMO Harbor Pilot Evaluation Committees,
Harbor Pilots' Associations, and Others Concerned

SUBJECT : Amendments to PPA Administrative Order No. 10-96
On the Revised Guidelines in the Evaluation, Selection
And Appointment of Harbor Pilots

Pursuant to Section 6-a (viii) of P.D. 857 and in order to ensure continuity and adequacy of harbor pilots to service all vessels calling in the ports under the jurisdiction of the Authority, the pertinent provisions of PPA.A.O. No. 10-96 on the Notice of Vacancy are hereby amended with the following guidelines:

1. In case of an impending vacancy due to a pilot's retirement/resignation, the Chief Pilot of the Harbor Pilots' Association concerned shall submit to the Port Management Office (PMO) a notice declaring the harbor pilot vacancy at least six (6) months in advance for other ports and seven (7) months for Manila.
2. The activities to be covered during said period are as follows:

Activity	OPR	Duration
2.1 Posting of the vacancy	PMO	1 month
2.2 Evaluation of applicants	PDO/PMO	1 month
2.3 Re-evaluation and Issuance of Probationary Appointment	OAGM-O/GM	1 month
2.4 Conduct of probationary training	Pilots' Association	3 months (for other ports) 4 months (for Manila)

3. It is understood that on the date of the retirement/resignation of the harbor pilot to be replaced, the Probationary Appointee as his replacement, has already completed his probationary training and subsequently issued his Regular Harbor Pilot Appointment

All PPA Orders, Circulars and other issuances inconsistent herewith are hereby repealed or modified accordingly.

This Order shall take effect fifteen (15) days after its publication in a newspaper of general circulation.

(Sgd.) JUAN C. STA. ANA
General Manager

Published in the Philippine Star – February 19, 2011
Effectivity Date – March 6, 2011

November 24, 2011

PPA ADMINISTRATIVE ORDER

NO. 07-2011

TO : All Port District Managers, Port Managers
Pilots' Associations, Shipping Companies/Agents
And Others Concerned

SUBJECT : Amendment to PPA Administrative Order No. 04-2003
Entitled "Guidelines on the Pilotage Services to be
Rendered in all Ports and the Corresponding Fees Thereof"

In order to ensure the efficient delivery pilotage services within the Pulupandan area and the safe conduct of vessels navigating therein, the pilotage services required to be performed by the pilots, as provided under Section 2.16 of the above subject regulation, is hereby amended, as follows:

"2.16 Pulupandan

xxx

*Bacolod, Banago, Victorias, Hinoba-an
Himamaylan, BREDCO Pier*

2.16.9 Channeling In
2.16.10 Mooring or Docking or Anchoring
2.16.11 Unmooring or Undocking or Leaving Anchorage
2.16.12 Channeling Out

Bulata

2.16.13 Channeling In
2.16.14 Docking
2.16.15 Undocking
2.16.16 Channeling Out

The rates prescribed under Section 5 of PPA Administrative Order No. 04-2003 shall apply to pilotage services rendered to vessels calling the Pulupandan Pilotage District.

All PPA orders, rules and regulations, policies, guidelines inconsistent herewith are hereby repealed or amended accordingly.

This Order shall take effect fifteen (15) days after its publication in any newspaper of general circulation.

(Sgd.) JUAN C. STA. ANA
General Manager

Published in the Philippine Star – December 2, 2011
Effectivity Date – December 17, 2011

PORT CHARGES

June 13, 2011

PPA ADMINISTRATIVE ORDER

NO. 03 -2011

TO : All District Managers
All Port Managers
Terminal Operators
Port Operations Officers
Finance Officers
Terminal Operations Officers
Importers/Exporters
Consignees/Shippers/Customs Brokers
All Others Concerned

SUBJECT : Amendment to Section 1 and 2 of PPA Memorandum Circular No. 30-86 Entitled "Guidelines for the Proper Implementation of Extension of Free Storage Period Under Paragraph 16 of PPA MC No. 14-83

1. AUTHORITY

- 1.1 BoardCom resolution No. 2011-1282 (see page 43)
- 1.2 PPA Board Resolution No. 2253 (see page 44)

2. RATIONALE

To protect the interest of public health and decongest the ports of overstaying cargoes declared by the Bureau of Customs (BOC) as abandoned and/or forfeited in favor of the government and disposed thru condemnation proceedings.

3. AMENDMENT

Sections 1 and 2 of PPA Memorandum Circular No. 30-86 is amended by adding **Item E under Section 1 and Item F under Section 2.**

Section 1. Grounds for the Extension of Free Storage Period (EFSP) of the prescribed Free Storage Period (FSP) may be granted only under the following specific instances, to wit:

- A. When the delivery of cargoes or its loading to the carrying vessel cannot be effected within the FSP due to congestion in the pier/port, breakdown or non-availability of cargo handling equipment, strike, lock-out or civil strife, typhoon, flood, earthquake, fire or other similar occurrences/calamities, any of which causes prevented cargo handling operations. Provided, however, that the following conditions/requirements are met or duly complied with:

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1. A written request for EFSP specifying the reason(s) thereof must be filed with the PMO concerned together with the following documents:
 - a. Certified true copy of the Customs entry, exit or covering documents filed and completely processed within the FSP;
 - b. Certified true copies of the Delivery Permit or Special Permit to Transfer (SPT) or Authority/Permit to Load, and receipts evidencing payment of Customs duties, taxes, port charges, and other fees due the government or exemption papers if free therefrom; and
 - c. In the case of breakdown or non-availability of equipment, Certification from the cargo handling operator or its shed/warehouse/pier/CY Superintendent/Manager, in charge of the cargoes, involved that the reason mentioned in the request for EFSP indeed prevented cargo handling operations in the pier/port where the cargoes are located which Certification shall be duly validated by the Terminal Operations Officer and/or Asst. Port Manager/Port Manager concerned; Provided, however, that the accrued storage charges shall be for the account of the cargo handling contractor.
 2. The Cargoes are already cleared for delivery/loading within the FSP.
 3. The Delivery Permit or Special Permit to Transfer or Warehousing Permit or Authority/Permit to Load was presented within the FSP and the exporter/importer/consignee/owner/broker, who demanded delivery or loading, has sufficient means of transportation, but the delivery/loading thereof cannot be effected due to the reason(s) or cause(s), mentioned in the request under Section 1.A. (1).
- B. When the entry, exit or covering documents of the cargoes involved have not been completely processed by the BOC within the FSP due to any of the applicable causes mentioned in Section 1.A hereof. Provided, however, that the following conditions/requirements are all met or duly complied with:
1. A written request for EFSP specifying the reason(s) thereof must be filed with the PMO concerned together with the following documents:
 - a. Certified true copy of the Customs entry, exit or covering documents duly filed within the FSP; and
 - b. Certification from the Collector of Customs as to the occurrence of the applicable causes/reasons mentioned in the request and its actual duration which prevented the complete processing by Customs of the entry, exit or covering documents of the cargoes involved; provided further, that the reasons are not attributable to the owner/importer/exporter/consignee or their broker.

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2. The entry, exit or covering documents thus filed with Customs within the FSP are complete and conform with all the requirements.
- C. When the delivery of the cargoes or its loading to the carrying vessel cannot be effected due to Hold Order/Seizure Order/Suspension Order issued by the BOC or any authorized government agency. Provided, however, that the following conditions/requirements are all met or duly complied with:
1. A written request specifying the reason(s) thereof must be filed with the PMO concerned together with the following documents:
 - a. Certified true copy of the Hold Order/Seizure Order/Suspension Order; and
 - b. Certified true copy of the Customs entry, exit or covering documents duly filed within the FSP, unless the filing of the same was legally prevented by the said orders, in which case a Certification to that effect must be secured from the Collector of Customs and attached to the request.
 2. The reason(s) or cause(s) which gave rise to the Hold Order/Seizure Order/Suspension Order is not attributable to the fault of the owner/importer/exporter/consignee or their broker.

In this regard, non-accrual of storage charges shall cover only the period of actual suspension of delivery starting from the date of issuance of the order and including two (2) days for the Port of Manila; three (3) days for other ports immediately following the date of Notice of Release to the importer/exporter/ consignee/shipper or their Broker. The period does not cover the time between the expiration of the FSP and the time when the Order of Suspension of delivery was issued during which storage charges shall accrue.

- D. When the delivery of cargoes or its loading to the carrying vessel cannot be effected within the FSP due to health and safety regulations whereby the same are subjected to some treatment commencing within the FSP to ensure its safe consumption or use. PROVIDED, however, that the following conditions/requirements are all met or duly complied with:
1. A written request for EFSP specifying the reason(s) thereof must be filed with the PMO concerned together with the following documents:
 - a. Certified true copy of the entry, exit or covering documents duly filed and completely processed within the FSP;

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- b. Certified true copies of the Delivery Permit or Permit to Transfer or Authority/ Permit to Load, and receipts evidencing payment of Customs duties, taxes, port charges and other fees due the government or exemption papers if free therefrom; and
 - c. Certification from the Health/Safety Officer concerned that the cargoes have been subjected to physical treatment and the actual duration thereof.
2. The owner/importer/exporter/consignee or their broker has not incurred any delay in complying with the said health and safety regulations.
 3. The compliance with the aforesaid health and safety regulations was not a requirement for the filing of the customs entry, exit or covering documents of the cargoes involved.

In this regard, non-accrual of storage charges shall cover only the period during which such regulation was required to be complied with (starting from the date of subjection of the shipments to health/allied regulations up to the time when said requirement was actually complied with). The period of non-accrual does not cover the time between the expiration of the FSP and the date when compliance with said regulation started during which storage charges shall accrue.

E. When the delivery of the cargoes cannot be effected due to its declaration as abandoned and/or forfeited cargoes and its disposition thru condemnation proceedings has been approved by the BOC. Provided, however, that the following conditions/requirements are all met or duly complied with:

1. ***A written letter by the terminal/cargo handling operator (upon the request of BOC) for EFSP specifying the reason(s) thereof must be filed with the PMO concerned together with the following documents:***
 - a. ***Certified True Copy of Container/Cargo Details on Condemned Containers/Cargoes, with information such as: container numbers, date of arrival, description and consignee;***
 - b. ***Certified True Copy of the Condemnation Order by the Collector of Customs;***
 - c. ***Certified True Copy of Detailed Written Plan of Condemnation;***

In this regard, non-accrual of storage charges shall commence from the date of last cargo discharged to the day of destruction of abandoned and/or forfeited containers.

Section 2. Common Conditions for EFSP. The following shall be the additional conditions to those enumerated above:

- A. The request for EFSP must be filed within the FSP or within twenty-four (24) hours immediately thereafter.
- B. The applicable causes for extension enumerated under Section 1.A should occur during or immediately following the FSP. The EFSP shall be limited only for the duration of the said causes following the expiration of the FSP.
- C. Request for extension due to other causes such as delay in the processing of other documents with other government agencies like Release Certificate and other authorization from the Central Bank, Certificate of exemption from the Department of Finance/Department of Trade and Industry or other related papers/requirements which are pre-requisites for the filing or normal processing of the entry, exit or covering documents or late arrival of shipping documents, shall not be given due course.
- D. Requests for EFSP shall be processed at the PMO concerned and shall be approved/disapproved by the Port Manager thereat if the amount of storage charges involved per shipment is within his authority under PPA Memorandum Order No. 01-83, dated January 28, 1983. Those which are beyond their authority shall, after being processed, be forwarded to the Head Office together with the recommendation for approval/disapproval of the Assistant General Manager for Operations or the General Manager depending upon the amount of storage charges involved.
- E. Cargoes/Shipments covered by the requests for EFSP which are disapproved by the Port Manager and/or by the Head Office cannot be released without prior payment of the corresponding storage charges. However, the owner/importer/exporter/shipper/consignee or their broker may pay said charges under protest pursuant to PPA Administrative Order No. 13-77, to effect delivery thereof. The payment shall include storage charges up to the date of actual delivery/release or loading of the cargoes/shipment.

Subject to Section 2.D, partial delivery, in lieu of payment under protest, may be allowed by the Port Manager where the shipment is divisible (disposable/marketable by units or parts). provided, however, that the value of the portion to be retained in the pier/port is sufficient to cover all the accrued storage charges including interest and penalties in the event an adverse decision to the request for EFSP, is rendered. Where shipment is not divisible, delivery/release or loading thereof can be effected only upon prior payment or payment under protest of all the accrued storage charges including interest and penalty charges.

- F. ***Request of EFSP for abandoned and/or forfeited cargoes shall be filed by the terminal/cargo handling operator (upon the request of BOC) with the PMO upon receipt of a copy of the approved Order of Condemnation by the BOC.***

4. RESPONSIBILITY

BOC

The BOC, upon approval of the Order of Condemnation, per endorsement by the Committee on Condemnation shall:

1. Submit request for EFSP to the terminal/cargo handling operator;
2. Provide the terminal/cargo handling operator of listing of condemned containers; and
3. Furnish to the Terminal/Cargo Handling Operator a copy of Certificate of Condemnation after the destruction of condemnable goods.

Terminal/Cargo Handling Operator

The Terminal/Cargo Handling Operator upon receipt from BOC of the request of EFSP shall:

1. Submit to PPA a request for EFSP together with the container details on condemnable goods. The request be made within the prescribed period from receipt of BOC's request.
2. Conduct verification of cargoes requested for EFSP; and
3. Coordinate with BOC on the speedy completion of the condemnation proceedings.
4. Submit to PPA a copy of Certificate of Condemnation after the destruction of cargo has taken place.

PMO

The PMO upon receipt of the request for EFSP from the terminal/cargo handling operator shall:

1. Conduct actual verification of the physical presence of cargoes ordered for condemnation proceedings;
2. Ensure that the condemnation of cargoes are carried out within the prescribed period;
3. Make an inventory of all overstayong cargoes to include details of the containers and its contents after FSP.
4. Institute measures to ensure that the port is cleared of overstayong abandoned cargoes for condemnation, within a prescribed period.
5. Submit comments and recommendation to the PDO.

PDO

The PDO shall approve or disapprove the request and submit a report to the General Manager, thru the AGM for Operations.

5. REPORTING

The monthly report of all requests for EFSP which were granted by the Port Manager as required under PPA Memorandum Circular (MC) No. 30-86 shall now include requests for EFSP on overstaying abandoned and/or forfeited cargoes declared as such by the BOC and disposed thru condemnation.

6. PENALTY CLAUSE

The grant of EFSP is without prejudice to other legal action that PPA may take against importers who have abandoned these cargoes.

7. SEPARABILITY CLAUSE

All other provisions of PPA MC No. 30-86 not otherwise inconsistent herewith shall remain valid.

8. REPEALING CLAUSE

All PPA Administrative Orders, Memorandum Circulars/Orders, rules and regulations and clarifications inconsistent herewith are hereby repealed and modified accordingly.

9. EFFECTIVITY CLAUSE

This Administrative Order shall take effect immediately.

(Sgd.) JUAN C. STA. ANA
General Manager

Published in the Manila Standard/Today – June 21, 2011

SECRETARY'S CERTIFICATE

I, *ELSA L. HILARIO*, duly designated Secretary of the Board Committee, as created by the Board of Directors of the Philippine Ports Authority (PPA), and having custody of the Board records of the said committee, do hereby certify:

That during the 241st Meeting of the Board Committee held on 02 June 2011 at the PPA Board Room, 6th Floor PPA Head Office Building, A. Bonifacio Drive, South Harbor, Port Area, Manila, the following Resolution was adopted:

*BoardCom Resolution No. **2011-1282***

"RESOLVED, That on motion duly made and seconded, the proposed amendments to Sections 1 and 2 of PPA Memorandum Circular No. 30-86 entitled "Guidelines for the Proper Implementation of Extension of Free Storage Period under Paragraph 16 of PPA MC No. 14-83," hereto attached and incorporated by reference, be, as it is hereby approved."

IN WITNESS WHEREOF, I have signed this Secretary's Certificate this 2nd day of June 2011, at the above-mentioned address.

(Sgd.) ATTY. ELSA L. HILARIO
Corporate Board Secretary

SECRETARY'S CERTIFICATE

I, *ELSA L. HILARIO*, duly designated Corporate Board Secretary of the Philippine Ports Authority (PPA), a government instrumentality attached to the Department of Transportation and Communications, created by virtue of Presidential Decree No. 857, as amended, with principal office at the 6th Floor PPA Head Office Building, A. Bonifacio Drive, South Harbor, Port Area, Manila, and having custody of the Board records of the PPA, do hereby certify:

That, during the 375th Regular Meeting of the Board of Directors of the Philippine Ports Authority held on 2 June 2011 at the PPA Board Room, 6th Floor PPA Head Office Building, A. Bonifacio Drive, South Harbor, Port Area, Manila, the following Resolution was adopted:

RESOLUTION NO. 2253

"RESOLVED, That on motion duly made and seconded, BoardCom Resolution Nos. 2011-1281 to 2011-1283, as adopted during the 241st Meeting of the Board Committee, held on 02 June 2011, hereto attached and incorporated by reference, be, as they are hereby confirmed."

IN WITNESS WHEREOF, I have signed this Secretary's Certificate this 2nd day of June 2011, at the above-mentioned address.

(Sgd.) ATTY. ELSA L. HILARIO
Corporate Board Secretary

June 21, 2011

PPA MEMORANDUM CIRCULAR

NO. 07-2011

TO : **The Port District Managers**
 The Port Managers
 All Others Concerned

SUBJECT : **PPA Administrative Order (AO) No. 03-2011**

Pursuant to Board Resolution No. 2253, there above subject AO was issued to include an additional ground for Extension of Free Storage Period (EFSP), abandoned cargoes approved by the Bureau of Customs (BOC) for condemnation.

Item 4 of PPA AO No. 03-2011 delegates to the Port District Offices (PDO) the responsibility to act on requests for EFSP on cargoes due for condemnation proceedings by the BOC.

Henceforth, all requests of this nature shall be acted upon by the PDO in accordance with the above-cited provision.

For compliance.

(Sgd.) JUAN C. STA. ANA
General Manager

PORT SAFETY AND SECURITY

April 04, 2011

PPA ADMINISTRATIVE ORDER

NO. 02 -2011

TO : All Port District Managers, Port Managers, Port Police
Division Managers/Station Commanders, TMO Division
Managers/Officer-in-Charge, Cargo Handlers, Shipping Lines/
Agents, Customs Brokers, Shippers, Consignees, Truckers/Haulers/
Forwarders and Other Port Users Concerned

SUBJECT : Amendment to Item No. 2, Section V, of PPA Administrative
Order Number 04-2009 Subject: Revised General Pass Control
System and Access Regulations

Item 2, Section V of the above-captioned PPA Administrative Order states that:

2. Administrative Fees

To defray the actual cost of the stickers and identification cards processing, enforcement and administration of pass control system and access regulations, the following fees are hereby prescribed:

2.1	Temporary Port User's ID/Pass	–	P	5.00	+	12% EVAT
2.2	Temporary Vehicle Pass	–	P	10.00	+	12% EVAT
2.3	Annual Port User's ID/Pass	–	P	50.00	+	12% EVAT
2.4	Annual Vehicle Sticker/Pass (Non-cargo/light vehicle)	–	P	75.00	+	12% EVAT
2.5	Annual Vehicle Sticker/Pass (Cargo Vehicle/truck)	–	P	100.00	+	12% EVAT

However, for the purpose of rounding off to the nearest peso the prescribed fees to be collected in consonance with PPA Memorandum Circular No. 22-2009 (Subject: Policies on Reports New Cut-Off Date, Rounding Off and Other Matters), Item 2, Section 5 of PPA Administrative Order 04-2009 is hereby amended as follows:

2. Administrative Fees

To defray the actual cost of the stickers and identification cards processing, enforcement and administration of pass control system and access regulations, the following fees are hereby prescribed:

Type of Passes	Admin. Fee (PPA)	12% EVAT (BIR)	Total Fee (Inclusive of EVAT)
Temporary Port User's ID/Pass	Php 5.36	Php 0.64	Php 6.00
Temporary Vehicle Pass	10.71	1.29	12.00
Annual Port User's ID/Pass	50.00	6.00	56.00
Annual Vehicle Sticker/Pass (Non-Cargo/light vehicle)	75.00	9.00	84.00
Annual Vehicle Sticker/Pass (Cargo vehicle/truck)	100.00	12.00	112.00

This amendment shall be effective fifteen (15) days after publication in a newspaper of general circulation.

(Sgd.) JUAN C. STA. ANA
General Manager

Published in the Philippine Star – April 9, 2011
Effectivity Date – April 24, 2011

PRIVATE PORT OPERATIONS

August 04, 2011

PPA OPERATIONS MEMORANDUM CIRCULAR

NO. 06 -2011

TO : All Port District Managers
Port Managers
Private Port Owners/Operators
Others Concerned

SUBJECT : Clarification on PPA's Issuance of Temporary/
Special Permit to Operate

Pursuant to PPA Administrative Order No. 06-95, otehrwise known as Liberalized Regulations on Private Ports Construction, Development and Operations and in order to ensure and facilitate continuity in private port operations, the following clarifications are hereby issued:

1. In the event that only the absence of a foreshore lease contract is deterring the completeness of requirements for registration of such private port facilities, the Authority may allow the issuance of temporary operating permits and/or Official Receipt (O.R.) payments of occupancy dues on the foreshore area.
2. The privilege on reduced fees extended to private ports with expired temporary operating permits may continue to be availed, provided official receipts of payments of annual occupancy dues are presented prior to COR/PTO expiration.
3. Special Operating Permits of less than one (1) year shall be issued on a case-to-case basis, in the exigency of the service and upon approval by the AGM for Operations.

For guidance and compliance.

(Sgd.) RAUL T. SANTOS
Assistant General Manager
for Operations

REVENUE COLLECTION

May 05, 2011

PPA MEMORANDUM CIRCULAR

NO. 03 -2011

TO : The Port District Managers
The Port Managers
The RC Heads Concerned
All Shipping Lines/Shippers/Consignees
All Cargo Handling Operators
And All Other Port Users Concerned

SUBJECT : Amendments to PPA Memorandum Circular No. 03-2010
Entitled "Guidelines on the Collection from Port
Users/Customers with Revolving Fund"

1. Objective

For further guidance of all concerned, this "Amendments to PPA Memorandum Circular No. 03-2010 entitled Guidelines on the Collection from Port Users/Customers with Revolving Fund" is hereby issued.

2. Amendments

The following sections of PPA Memorandum Circular No. 03-2010 are hereby amended, viz:

4.2 Initial Deposit to the Revolving Fund (RF) Account

4.2.1 x x x

4.2.2 x x x

4.2.3 The Operating Unit (OU) shall issue a "Non-VAT Official Acknowledgment Receipt" evidencing the **initial** deposit made by the RF Customer and treated in the books as guaranty deposit under Guaranty Deposits Payable - Revolving Fund. The existing inventory of the "VAT Exempt Official Receipt" shall be used until exhausted and duly stamped with "Non-VAT Official Acknowledgment receipt" and the respective TIN with Branch Code and address of the PDO/PMO, in accordance with BIR regulations.

4.3 Creation of RF Invoice/Billing

4.3.1 x x x

4.3.2 x x x

4.3.3 x x x

4.4 Application/Charging of RF Invoice Against the Revolving Fund

4.4.1 The RF Invoice shall be created per transaction and charged/applied against the Revolving Fund of the RF Customer.

4.4.2 The RF Customer, duly designated by BIR as Withholding Agent in its BIR Certificate of Registration is authorized to withhold 2% EWT, hence, upon the issuance and charging of the RF Invoice against the RF, the corresponding 2% EWT shall be deducted and recorded in the books as Prepaid Tax-EWT.

4.4.3 The OU can view the RF balances in the "RF Summary by Debtor" or "Listing of RF transactions" by OU and RF Customer.

4.5 Replenishment of the Revolving Fund

4.5.1 x x x

4.5.2 x x x

4.5.3 The batch of invoices to be replenished shall be reflected in the List of Invoices by RF Customer as shown below:

Philippine Ports Authority

PMO _____

List of Invoices by RF Customer

Date Covered: From _____ To _____

Customer

Code: _____

Customer

Name: _____

Date Generated: Run

Date

Page of

Sequence No.	Transaction Date	Invoice Number	Port Charges		VAT Amount	EWT Amount	Total Amount
			Type	Amount			
1.							
2.							
3.							
4.							
5.							
6.							
Total							

This List of Invoices by RF Customer is system generated and does not require signature.

This electronic transmission is confidential. If you are not the addressee, you may not copy, forward, disclose or use any part of it. If you have received this message in error, please delete it and all copies from your system and notify the sender immediately by return e-mail.

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- 4.5.4 The Servicing PMO shall ensure that the BIR Form 2307 corresponding to the Expanded Withholding Tax in the "List of Invoices by RF Customer," which has been deducted and recorded during invoicing, shall be secured from the RF Customer.
 - 4.5.5 The OU shall issue an "Official Receipt" for the replenishment. This will be used by the RF Customer for claiming their Input VAT.
 - 4.5.6 For this purpose, the replenishment will also be recorded as Guaranty Deposits Payable Revolving Fund. However, the system will replicate in the Official Receipt "Payment Summary" the EWT, the VAT Sales and VAT Amount/Zero Rated Sales/VAT Exempt Sales as indicated in the RF Invoices issued and charged against the Revolving Fund; recorded in the books; and summarized in the "List of Invoices by RF Customer."
 - 4.5.7 The Servicing PMO (for Decentralized RF Customer) or HO Treasury (for the Centralized RF Customers) shall periodically verify the RF balance of their respective RF Customers to ensure that it complies with the minimum maintaining balance.

3. Saving Clause

All other provisions of PPA Memorandum Circular No. 03-2010 entitled "Guidelines on the Collection from Port Users/Customers with Revolving Fund" shall remain valid.

4. Effectivity

This Memorandum Circular shall take effect 15 days after its publication in a newspaper of general circulation.

(Sgd.) JUAN C. STA. ANA
General Manager

Published in the Philippine Star – May 10, 2011
Effectivity Date – May 25, 2011

SPECIAL TAKEOVER UNITS

February 17, 2011

PPA MEMORANDUM ORDER

NO. 13 -2011

**SUBJECT : Creating the PPA-Dumangas Port Services
(PPA-DPS)**

To ensure the peaceful and continuous operations of the cargo handling services at the Port of Dumangas, and in the exercise of the inherent functions of the Authority to directly provide and operate cargo handling and related services as prescribed by Presidential Decree No. 857, there is hereby created the PPA-Dumangas Port Services (PPA-DPS)

The PPA-DPS shall, henceforth, provide and operate the cargo handling services at the Port of Dumangas with powers, functions and duties as are or may be necessary to enable it to carry out its purposes, subject to the following guidelines:

1. Ensure the continuous and uninterrupted delivery of vital cargo handling services in a more efficient manner.
2. Utilize the present labor force under the same terms and conditions prevailing at the time of the effectivity of this Order and observe all labor laws, rules and regulations.
3. Collect at existing rates and amounts, such charges for services rendered.
4. Disburse funds to finance the necessary expenses of operations in accordance with the system prescribed by the authority.
5. Conduct inventory of cargoes received and still in the custody of the operator as of takeover date.
6. Conduct inventory of cargo handling equipment, gears, tools, and other property of the operator.
7. Conduct inventory of cargo records and claims.
8. Conduct inventory of unused forms and supplies which can be used for the takeover.
9. Conduct inventory of office and field personnel.
10. Submit monthly operational and financial reports to the AGM for Operations.

The management, supervision and control of PPA-DPS shall be under the Port Manager of PMO Iloilo to be complemented by the PPA officials and employees as the General Manager, Port District Manager, or Port Manager may hereafter designate.

This Order takes effect immediately and shall remain in force unless otherwise revoked or shortened as circumstances may warrant; provided however, that when there is no more need for such Special Takeover Unit (STU), the cargo handling operations shall be turned over to the private sector.

For guidance.

(Sgd.) JUAN C. STA. ANA
General Manager

April 7, 2011

PPA MEMORANDUM ORDER

NO. 21 -2011

**SUBJECT : Clarification on PPA Memorandum Order No. 21-81
Regarding Special Takeover Units (STUs)**

Section 4 of PPA Memorandum Order No. 21-81 is hereby clarified as follows:

The Port District Manager shall exercise the right of the Authority to immediately take over the operations of the port including all equipment and structures thereof, under any of the following instances:

1. In case of any emergency such as strikes, lockout, stoppage of work and other causes of similar nature for the duration of such emergencies.
2. In case of violation of any of the terms and conditions of the cargo handling contract or the Authority's rules and regulations.
3. In case of cancellation or termination of the cargo handling contract;
4. In such other cases where the Port District Manager deems that the takeover is warranted in order to protect and/or promote the public interest.

The Port District Manager shall immediately inform the General Manager within 24 hours upon takeover.

All other provisions of PPA Memorandum Order No. 21-81 which are not inconsistent with the above provisions shall continue to govern.

This Order shall take effect immediately and shall remain in force unless otherwise revoked or amended.

(Sgd.) JUAN C. STA. ANA
General Manager

VESSEL OPERATIONS

June 15, 2011

PPA MEMORANDUM CIRCULAR

NO. 04 -2011

TO : All PPA Officials/Employees
And Others Concerned

SUBJECT : Implementation of PPA Quality Management System (QMS)
on Facilitation of Vessel Entrance and Clearance Processes (VEC)

Pursuant to Executive Order No. 605 entitled "Institutionalizing the Structure, Mechanisms and Standards to Implement the Government Quality Management Programs, Amending for the Purpose Administrative Order No. 161, s. 2006", and our commitment to DOTC's Performance Governance System (PGS), the PPA QMS on above captioned process is officially implemented with the approved QMS Manuals consisting of the Policy and Procedure Manuals.

The Quality Policy Statement, as follows, is hereby adopted, made known and should be understood within PPA, as required by the ISO 9001 Standard:

"It is the policy of the Philippine Ports Authority to consistently provide and continually improve the quality of its port operations and services in the facilitation of vessel entrance and clearance processes at the Port of Cagayan de Oro that satisfy the needs of its clients and comply with international and national statutory and regulatory requirements."

The Port Manager and the PSD Manager of PMO Cagayan de Oro are hereby designated as the PMO Management Representative and PMO Deputy Management Representative, respectively and shall have responsibilities as contained in the approved QMS Manuals.

All concerned PPA officials and employees are enjoined to comply with the provisions of the QMS Manuals.

(Sgd.) JUAN C. STA. ANA
General Manager

October 17, 2011

PPA MEMORANDUM CIRCULAR

NO. 12 -2011

TO : All PPA Officials/Employees
And Others Concerned

SUBJECT : Implementation of PPA Quality Management System (QMS) on
Facilitation of Vessel Entrance and Clearance Processes (VEC)

Pursuant to Executive Order No. 605 entitled "Institutionalizing the Structure, Mechanisms and Standards to Implement the Government Quality Management Programs, Amending for the Purpose Administrative Order No. 161, s. 2006", and our commitment to DOTC's Performance Governance System (PGS), the PPA QMS on above captioned process is officially implemented with the approved QMS Manuals consisting of the Policy and Procedure Manuals.

The Quality Policy Statement, as follows, is hereby adopted, made known and should be understood within PPA, as required by the ISO 9001:2008 Standard:

"It is the policy of the Philippine Ports Authority to consistently provide and continually improve the quality of its port operations and services in the facilitation of vessel entrance and clearance processes at the Port of Davao that satisfy the needs of its clients and comply with international and national statutory and regulatory requirements."

The Port Manager and the PSD Manager of PMO Davao are hereby designated as the PMO Management Representative and PMO Deputy Management Representative, respectively, and shall have responsibilities as contained in the approved QMS Manuals.

All concerned PPA officials and employees are enjoined to comply with the provisions of the QMS Manuals.

(Sgd.) JUAN C. STA. ANA
General Manager

OTHER ISSUANCES

January 5, 2011

MEMORANDUM

FOR : All Responsibility Center Heads

FROM : The Assistant General Manager
Finance, Legal, and Administration

SUBJECT : Office of The President – Administrative Order No. 5

Attached for information and dissemination is copy of OP-Administrative Order No. 5, dated 9 December 2009 entitled "Adoption and Use of ISO Codes PH and PHL for the Philippines."

(Sgd.) **DAVID R. SIMON**

Encl: As stated

MALACAÑAN PALACE
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

ADMINISTRATIVE ORDER NO. 5

ADOPTION AND USE OF ISO CODES PH AND PHL FOR THE PHILIPPINES

WHEREAS, the International Organization for Standardization (ISO) is a network of national standards institutes with a Central Secretariat in Geneva, Switzerland, that coordinates the system;

WHEREAS, the Philippines is a member of the ISO;

WHEREAS, the ISO developed ISO 3166-1 assigning two-letter (alpha-2) and three-letter (alpha-3) codes for member countries, and the codes assigned to the Philippines are PH and PHL, respectively;

WHEREAS, these codes are used in international events and conferences, sports meets, airline ticketing, among others, abroad and in the Philippines;

WHEREAS, the Department of Foreign Affairs has adopted and reflected the ISO three-letter codes, notably PHL standing for the Philippines, in the data page of the electronic passport;

WHEREAS, the use of the initials RP in referring to the Philippines is not in accordance with the ISO 3166-1, leading to ambiguity and confusion;

WHEREAS, such ambiguity and confusion when referring to the Philippines by the use of initials can be avoided by following the codes assigned to the Philippines by ISO;

NOW, THEREFORE, I, BENIGNO S. AQUINO III, President of the Philippines, by virtue of the powers vested in me by the Constitution, do hereby direct all offices, agencies and other instrumentalities of the Philippine Government to adopt and use, as soon as practicable, the ISO two-letter code PH or three-letter code PHL in referring to the Philippines.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Republic of the Philippines to be affixed.

DONE in the City of Manila, this 9th day of December in the year of our Lord, Two Thousand and Ten.

(Sgd.) **BENIGNO S. AQUINO III**

By the President:

(Sgd.) **PAQUITO N. OCHOA, JR.**
Executive Secretary

January 10, 2011

MEMORANDUM

FOR : **All Responsibility Center Heads**

FROM : **The Assistant General Manager
Finance, Legal, and Administration**

SUBJECT : **Office of The President – Memorandum Circular No. 11**

Attached for information and dissemination is copy of OP-Memorandum Circular No. 11 dated 22 December 2010 entitled "**Directing A Moratorium On The Transfer Of Regional Offices Of All Department And Agencies From Zamboanga City to Pagadian City Pursuant to Executive Order No. 429, Series of 1990.**"

(Sgd.) DAVID R. SIMON

Encl: As stated



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS

04 January 2011

MEMORANDUM CIRCULAR NO. 2011-02

FOR/TO : Undersecretaries
Assistant Secretaries
Heads of Sectoral Offices
Attached Agencies and Corporations
RMC Chairman, Region 9
This Department

FROM : The Director for Administrative Service

For your information and dissemination, attached is a copy of:

Title	Date	Subject
Memorandum Circular No. 11	22 December 2010	"DIRECTING A MORATORIUM ON THE TRANSFER OF REGIONAL OFFICES OF ALL DEPARTMENT AND AGENCIES FROM ZAMBOANGA CITY TO PAGADIAN CITY PURSUANT TO EXECUTIVE ORDER NO. 429, SERIES OF 1990"

(Sgd.) MS. ROWENA S. QUIOGUE

**OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG**

MEMORANDUM CIRCULAR NO. 11

DIRECTING A MORATORIUM ON THE TRANSFER OF REGIONAL OFFICES OF ALL DEPARTMENT AND AGENCIES FROM ZAMBOANGA CITY TO PAGADIAN CITY PURSUANT TO EXECUTIVE ORDER NO. 429, SERIES OF 1990

WHEREAS, Executive Order No. 429, series of 1990, reorganized the administrative regions in Mindanao to guarantee the effective delivery of the field services of government agencies by taking into consideration the formation of the Autonomous Region in Muslim Mindanao;

WHEREAS, Section 1 of EO 429 reorganized Region IX and designated the Cities of Pagadian and Zamboanga as the regional center and commercial and industrial center, respectively;

WHEREAS, by virtue of Memorandum Circular No. 75, series of 2004, all regional offices of departments were directed to transfer from Zamboanga City to Pagadian City as soon as practicable, except the Department of Trade and Industry, Department of Labor and Employment and Department of Tourism, which shall remain in Zamboanga but shall establish a presence in Pagadian City;

WHEREAS, since 1990, the Pagadian Regional Center Management and Coordinating Office (PRCMCO) reported that, out of the 121 regional offices of agencies, only 32 have fully transferred from Zamboanga City to Pagadian City, 12 agencies have partially transferred, while six (6) have only established satellite offices;

WHEREAS, the employees of regional offices have experienced, or are experiencing high economic and social costs in maintaining two residences and in fully transferring to Pagadian City;

NOW, THEREFORE, I, PAQUITO N. OCHOA, JR., Executive Secretary, by authority of the President, **BENIGNO S. AQUINO III**, do hereby order:

SECTION 1. All departments, bureaus and other government agencies are enjoined to suspend the transfer of their offices in Region IX from Zamboanga City to Pagadian City pending the study on the matter and consultations with relevant stakeholders to be jointly conducted by the Presidential Management Staff (PMS), Department of the Interior and Local Government (DILG), Civil Service Commission (CSC), National Economic Development Authority (NEDA) and the Department of Budget and Management (DBM).

The Regional Offices that are already in Pagadian City shall continue to operate thereat.

SECTION 2. The Above-mentioned Departments and Agencies tasked to conduct the study on the matter shall immediately submit a comprehensive report of their findings together with their recommendations to the President thirty (30) working days after the issuance of this Memorandum Circular.

SECTION 3. This Memorandum Circular shall take effect immediately.

By authority of the President:

(Sgd.) PAQUITO N. OCHOA, JR.
Executive Secretary

By the Executive Secretary:

(Sgd.) JOSE AMOR M. AMORADO
Senior Deputy Executive Secretary

Manila, 22 December 2010

June 13, 2011

PPA ADMINISTRATIVE ORDER

NO. 04 -2011

TO :

- All District Managers**
- All Port Managers**
- Terminal Operators**
- Port Operations Officers**
- Finance Officers**
- Terminal Operations Officers**
- Importers/Exporters**
- Consignees/Shippers/Customs Brokers**
- All Others Concerned**

SUBJECT :

- Treatment in the PPA Books on Electrical Charges on Reefer Containers which Contents are Approved for Condemnation by the Bureau of Customs**

PPA BoardCom Resolution No. 2011-1283 as confirmed by the Board in Resolution No. 2253 adopted on June 2, 2011, approved as additional ground in the grant of Extension of Free Storage Period (EFSP) of those cargoes [through condemnation proceedings by the Bureau of Customs (BOC)] declared as abandoned and for destruction.

Likewise, the suggestion of PPA as to the treatment in the books on PPA fees due from the electrical charges incurred by the reefer containers which contained the cargoes herein above-mentioned, was also approved.

Thus, for non-privatized ports, the fees on electrical charges for condemned reefer containers shall be treated in the PPA books as a port expense.

For the privatized terminals, as there are no revenues collected, government share shall not take into account such non-collection of revenue due from electrical charges on the overstaying abandoned and/or forfeited containers with cargoes approved by BOC for destruction.

For compliance.

(Sgd.) JUAN C. STA. ANA
General Manager

SECRETARY'S CERTIFICATE

I, *ELSA L. HILARIO*, duly designated Secretary of the Board Committee, as created by the Board of Directors of the Philippine Ports Authority (PPA), and having custody of the Board records of the said committee, do hereby certify:

That during the 241st Meeting of the Board Committee held on 02 June 2011 at the PPA Board Room, 6th Floor PPA Head Office Building, A. Bonifacio Drive, South Harbor, Port Area, Manila, the following Resolution was adopted:

BoardCom Resolution No. 2011-1283

"RESOLVED, That on motion duly made and seconded, and upon recommendation of Management, the proposed guidelines in the treatment in the books of electric charges on reefer containers which contents are approved for condemnation by the Bureau of Customs as port expense, hereto attached and incorporated by reference, be, as it is hereby approved."

IN WITNESS WHEREOF, I have signed this Secretary's Certificate this 2nd day of June 2011, at the above-mentioned address.

(Sgd.) ATTY. ELSA L. HILARIO
Corporate Board Secretary

August 15, 2011

PPA MEMORANDUM CIRCULAR

NO. 08 -2011

**TO : All District Managers
All Port Managers
Others Concerned**

**SUBJECT : Exemption of Infants and Children below Two Years Old from
Payment of Passenger Terminal Fee in All PPA Ports**

The Authority grants exemption, to infants and children below two (2) years old, from the payment of passenger terminal fee in all PPA ports.

All concerned field offices are enjoined to implement this Circular fifteen (15) days after its publication in at least two (2) newspapers of general circulation

(Sgd.) JUAN C. STA. ANA
General Manager

Published in the following newspapers:
Philippine Star } August 19, 2011
Manila Standard/Today }
Effectivity Date – September 3, 2011

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