



PORT SECURITY ADVISORY No. 05-2018

FOR : All PPA Employees
Port Police/Security Guards
Oroport Cargo Handling Services
Shipping Lines
Other Port Stakeholders
All Others Concerned
This PMO

SUBJECT : ACCESS CONTROL GUIDELINES OF COMPANY/
AGENCY REPRESENTATIVES TO VARIOUS
DIVISIONS/SECTION/UNITS OF PMO MISAMIS
ORIENTAL/CAGAYAN DE ORO

In line with the ports' continuing implementation of International Ship and Port Facility Security (ISPS) Code and other pertinent PPA regulations and in compliance with the unnumbered Memorandum from the General Manager dated 13 February 2018 – "Access to Corporate Office Premises" to prevent unscrupulous persons from gaining entry inside the various offices of PPA of which, apparently, these individuals are attempting to facilitate or will act as "fixers" or will make follow-up to pending transactions of aforesaid offices.

In view of the foregoing and in order to evert occurrence of such illegitimate purpose within the office premises of this PMO, this Office hereby issues this advisory and the following guidelines are therefore prescribed and adopted, to wit:

1. The purpose of entry of all incoming pedestrians shall be verified and validated by the guards assigned at the lobby of Administration Buildings of this PMO.
2. For visitors with appointment, the concerned guard shall immediately notify the division/section/person to be visited thru the PMO Command Center regarding the presence of the subject visitor/s.

For visitors without appointment, the concerned guard shall immediately coordinate with the division/section/person to be visited thru the PMO Command Center by conveying the name of the visitor/s, the company/agency that he/she is associated and the purpose of visit.

No visitor/s shall be allowed to proceed inside the PMO's Administration Buildings unless expressly allowed by the division/section/person to be visited.

3. All divisions/sections/units are advised to communicate with companies that they transact with and advise such companies to designate at least two (2) official representatives who will transact business on their behalf. Thus, the former shall only deal or engage transaction/s to these official representatives.
4. All official representatives shall present a government issued ID as well as their respective company ID during every engagement of any transaction/s within the PMO's premises.
5. In the event that the company/agency has to change representative/s, such company/agency shall immediately notify the concerned division/section/person of this PMO to which they are transacting with for the latter's consideration and information.

This Advisory takes effect immediately and shall remain in force, unless sooner revoked or otherwise amended by this Office.

For information, guidance and ready reference.


PPSUPT. BERNARDO A. GARTALIA
Port Police Division Manager