



PHILIPPINE  
PORTS  
AUTHORITY  
PORT MANAGEMENT OFFICE  
MISAMIS ORIENTAL/  
CAGAYAN DE ORO



**PHILIPPINE PORTS AUTHORITY**  
PMO MISAMIS ORIENTAL/CAGAYAN DE ORO  
PMO Admin Bldg. 2, Gate 5, Agora Road, Puntod, Cagayan de Oro City

**PORT ADVISORY/BULLETIN/ANNOUNCEMENT**  
**PABA No. PPD 038-2020**

DATE: 3 July 2020	No. of pages including this page: <b>Ten (10) pages</b>
TO: PPA Employees PPD Personnel Cargo Handling Operators Shipping Lines / Ship Agents Other Port Stakeholders All Others Concerned	Emails:
FROM: The Port Police Division Manager	Email: <b>bagartalia@ppa.com.ph</b> PPD Email: <b>moc_ppd@ppa.com.ph</b> PMO Fax: <b>(088) 856-4667</b>
Cc:	
<b>SUBJECT: GUIDELINES FOR PORT SECURITY OPERATIONS DURING AND AFTER PANDEMIC ON PORTS UNDER PMO MOC</b>	
<i>ATTENTION: If you have received this communication with missing, incomplete, garbled or unreadable pages, please notify us at once through Tel.(088)856-1264; Fax(088) 856-4667; Email Address: ppapmocdo@ppa.com.ph or moc_ppd@ppa.com.ph</i>	
<b>MESSAGE:</b>  The present health crisis has definitely affected the port's operational procedures including the expanse of its security implementation. Thus, crafting of additional security guidelines and protocols is essential to manage, control and mitigate its impact to the entire port community taking into consideration the various applicable advisories issued by IATF-MEID, DOTr and other concerned agencies. Further, additional port security measures shall likewise be developed to enable the port to continually function under the "new normal" condition to ensure safety and security of port users, the riding public and the entire port community, in general.  The herein guidelines/protocols shall be implemented based on the community quarantine category of the city/province to which the port facility is located as may be determined by the concerned national agency and/or task force.  Hereunder are the security guidelines/protocols of the ports under PMO MOC which includes the Baseport and its Terminal Ports, as applicable, to wit:  <b>Under Enhance Community Quarantine (ECQ) and Modified Enhance Community Quarantine (MECQ):</b>	

## 1. Physical Barriers

- 1.1. Due to suspension of passenger operations, gate/s which is/are previously utilized for passenger-related operation shall be closed and secured until further notice. Entry and exit thereat shall be prohibited unless expressly allowed by the Authority.
- 1.2. PPD ensures that the port has adequate lighting systems specially at gates, operational and perimeter fences. Also, integrity of perimeter fences shall be regularly inspected. Any noted defect/s shall be immediately reported to the Engineering Services Division for its immediate repair and/or restoration.

## 2. Guard System:

- 2.1. Ports under this PMO shall be placed on Heightened Security Alert Status and/or higher security level as may be advised by the OTS during declared pandemic/crisis situation.
- 2.2. Issuance of security-related Port Advisory/Bulletin/Announcement (PABA) and cause its widest dissemination to concerned personnel.
- 2.3. PPD personnel shall be on FULL FORCE status; hence, leave application shall be suspended.
- 2.4. Additional security personnel shall be assigned to other gates that demands more manpower, while gates which are less utilized shall be temporarily closed. Deployment of guards to implement PPA Entry Protocol and administer thermal scanning of pedestrian on various ingress points of the port.
- 2.5. Command Center (ComCen) operator shall conduct random radio network calls to all posts at least three (3) times every shift. ComCen operator shall immediately contact the concerned maritime and health agencies/units and other friendlies in case the need arises.
- 2.6. Active participation to inter-agency physical and/or virtual meetings relating to the management and control of the pandemic.
- 2.7. PM/Stacom shall convene the PSAC members to discuss necessary measures that have to be undertaken to protect the port from adverse effect of the pandemic.

## 3. Access Control

- 3.1. Temporary suspension of disembarkation of vessel crews and visitation privileges of relatives of Filipino crews and other NGO's from/to the vessel while docked at ports under PMO MOC.
- 3.2. Implementation of PPA Entry Protocol to all persons entering the ports under PMO MO/C.
- 3.3. Designation of temporary isolation/holding areas for pedestrians who have displayed symptoms or showing any physical manifestation/s that might be associated to the pandemic.
- 3.4. No vessel crews, both foreign and domestic vessels, shall be allowed to disembark except those who will facilitate the vessel's arrival and

departure formalities and those securing the ship's provisions and other essentials. In case their services so require during cargo operation, subject crew must stay within fifty (50) meters radius from the vicinity of the vessel they are working with.

- 3.5. Suspension in granting of requests for port visitation or educational tour and other similar requests for entry by any entity.
- 3.6. Only those workers/laborers listed on the approved daily duty detail shall be allowed entry and subject to routine safety and security inspection.
- 3.7. Pedestrians entering the port premises shall be subjected to sanitation and hygienic procedures such as but not limited to wearing of face mask, hand wash, foot bath, body temperature screening and many others, as appropriate.
- 3.8. Strict implementation of social/physical distancing among PPA employees, CHO employees and various port users.
- 3.9. Reconfiguration of the ports' pedestrian flow to/from the PPA buildings to conform with various health and safety protocols.
- 3.10. Security-related office transactions shall be processed thru online (as applicable) to discourage face to face interactions among PPD personnel and the port's clientele. Issuance of AVPs and APUPs shall be temporarily suspended.
- 3.11. Pedestrians below 21 years old and above 60 years old shall not be allowed to enter the port premises.

#### 4. Cargo Handling Operation

- 4.1. Cargo handling operation shall remain normal; hence, movement of cargoes to/from the port shall likewise remain unimpeded. However, CHO shall institute safety and health precautionary measures among its employees and hired workers in relation to the pandemic.
- 4.2. Maintain all regulations and necessary documents covering the entry and withdrawal of cargoes as stated in PFSP, to wit:

##### 4.2.1. Outbound Cargo

All outgoing cargo-laden trucks/vehicles shall be subject to the presentation of the following documents:

- a. Bill of Lading
- b. Cargo Entry Permit
- c. Cargo Withdrawal Permit
- d. Official Receipts of Payments
- e. Delivery Receipts (for materials/supplies)
- f. Cargo Vehicle Sticker/Temporary Vehicle Pass
- g. Appropriate clearances from other government agencies regulating/ controlling/ monitoring shipment of the product/item.

#### 4.2.2. Inbound Cargo

All trucks/vehicles laden with cargo, materials or supplies, or intending to withdraw cargoes, shall be stopped and checked at the entry gate for the following documents:

- a. Cargo Withdrawal Permit
  - b. Official Receipt of Payment
  - c. Arrastre Inbound Cargo Gate Pass
  - d. RORO Transport Cash Ticket Gate Copy (for RRTS cargoes)
  - e. Official Receipt of Payment from Cebu Port Authority (for RRTS cargoes from Cebu)
  - f. Appropriate clearances from other government agencies regulating/controlling/monitoring the shipment of the product/item.
- 4.3. Outbound drivers of RRTS cargoes shall not be allowed to sail along with the cargoes; thus, he shall be directed to drive the vehicle until the stowage area aboard the vessel only. Subject RRTS cargo shall be withdrawn by another driver at the port of destination.
- 4.4. Cargo trucks including its laden cargoes shall be subjected to routine security inspection. Drivers shall undergo manual thermal scanning and filling up of PPA Entry Protocol forms.

#### 5. Delivery of Ship Stores

- 5.1. Suspension of any handling services inside the port except on extreme cases or situation where delivery of ship's provision is essential. And in such case, subject handler must possess a Permit To Operate (PTO) issued by this PMO and the transaction must be expressly approved by other concerned maritime and health agencies.

#### 6. Handling of Unaccompanied Baggage

- 6.1. Passenger vessels shall be limited to cargo operations only; hence, no baggage or any passenger-related operation shall be accommodated.

#### 7. Restricted Areas Within the Port Facility

- 7.1. Intensify mobile patrolling and monitoring of potential unauthorized access of irrelevant persons inside the restricted areas of the port facility.
- 7.2. Random checking of the port users' APUP to ensure that the bearer is staying at the area/s as indicated in his/her worn APUP.

**8. Monitoring of Security of the Port Facility Including Anchorage and Approaches**

- 8.1. Any unauthorized watercraft approaching or looming near the port shall be immediately reported to PCG and/or PNP MARIG thru the ComCen.

**Under General Community Quarantine (GCQ) and Modified General Community Quarantine (MGCQ):**

**1. Physical Barriers**

- 1.1. Upon resumption of passenger operation, gates at PTC shall be opened according to its designation.
- 1.2. PPD ensures that the port has adequate lighting systems specially at gates, operational and perimeter fences. Also, integrity of perimeter fences shall be regularly inspected. Any noted defect/s shall be immediately reported to the Engineering Services Division for its immediate repair and/or restoration.

**2. Guard System**

- 2.1. Ports under this PMO shall remain on Heightened Security Alert Status.
- 2.2. PPD personnel may avail their respective scheduled day-off provided; however, that they are on on-call status as the need arises.
- 2.3. Items 2.2, 2.4, 2.5 and 2.6 under ECQ shall remain in effect.

**3. Access Control**

- 3.1. Sea travel shall be dedicated to transport of ROFs and LSIs only, as may be determined by concerned maritime and health agencies. Subject ROFs/LSIs shall be fetched by their respective LGUs at the port upon their arrival.
- 3.2. Inbound and outbound passengers shall be subjected to health protocols to be conducted by DOH/City Health Office personnel. Upon availability of electronic thermal scanner provided by LGU-CDO, inbound passengers shall undergo thermal scanning when passing through the arrival area. Passengers with high body temperature shall be immediately referred to DOH personnel for proper disposition.
- 3.3. An inter-agency Incident Command Post (ICP) headed by OCD-10 shall be established at the port to manage the arriving LSIs and facilitate their immediate transport en route to their respective final destinations. However, in case of overcrowding of ROFs/LSIs inside the ports' designated holding areas, ROFs/LSIs shall be immediately transferred to another holding area outside the port as may be determined by ICP Team Leader.

- 3.4. Baggage/luggage of outbound passengers shall be subjected to usual security inspection. Inbound passengers shall be subjected to contactless security screening, as applicable.
- 3.5. Inbound RRTS cargoes shall exit at the designated exit gate for ROFs/LSIs at PTC in order to ensure that they are properly escorted upon exit at the port. Thus, Shift-In-Charge guards shall secure and submit to cargo Gate Keeper the necessary documents appertaining to the subject RRTS cargo for the latter's monitoring and reconciliation of released cargoes.
- 3.6. All procedures cited on Item No. 3 under ECQ shall remain in effect except Item No. 3.9 wherein port users can processed physically any PPD-associated transactions at PPD office such as issuance of AVPs and APUPs but shall be per-appointment/schedule basis and during MGCQ period only.

#### 4. Cargo Handling Operation

- 4.1. Processing and withdrawal of inbound cargoes (rolling units and general cargoes) owned and/or consigned to LSIs disembarking at the Baseport shall be in accordance to the guidelines cited on **PSD PABA No. 012-2020**.
- 4.2. Drivers of outbound RRTS cargoes shall now be allowed to sail along with the transport unit onboard vessels.
- 4.3. Item Nos. 4.1, 4.2, 4.3 and 4.4 under ECQ shall remain in effect.

#### 5. Delivery of Ship Stores

- 5.1. Only Chandlers covered with approved Permit to Operate (PTO) from the Authority shall be allowed to engage business inside the port subject to the usual security procedures such as, to wit;
  - 5.1.1 The PTO Chandler Service shall be checked/verified at the entry gate.
  - 5.1.2 Only the person(s) authorized under the PTO shall be allowed entry.
  - 5.1.3 A Purchase Order duly signed by the Master of the vessel or his authorized representative must be presented at the gate.
  - 5.1.4 All items/packages delivered must be visually checked and must tally with the purchase order.
  - 5.1.5 Thorough search/inspection of the delivery vehicle and items/packages delivered must be conducted to ensure that no explosives, weapons, and/or hazardous, regulated or banned articles/items/drugs are introduced inside the Port Facility or the ship.

#### 6. Handling of Unaccompanied Baggage

- 6.1. Unaccompanied baggage shall be properly tagged and recorded.

- 6.2. Owners shall be properly identified and issued the corresponding claim tag/slip.
- 6.3. Unaccompanied baggage shall be subject to x-ray machine and/or K9 NDD inspection before being allowed for loading to the vessel.

#### 7. Restricted Areas Within the Port Facility

- 7.1. Intensify mobile patrolling and monitoring of potential unauthorized access of irrelevant persons inside the restricted areas of the port facility.
- 7.2. Random checking of the port users' APUP to ensure that the bearer is staying at the area/s as indicated in his/her worn APUP.

#### 8. Monitoring of Security of the Port Facility Including Anchorage and Approaches

- 8.1. Any unauthorized watercraft approaching or looming near the port shall be immediately reported to PCG and/or PNP MARIG thru the ComCen.

### **Under New Normal:**

#### 1. Physical Barriers

- 1.1. Port gates will be opened according to its designation but access thereat shall be subjected to usual security inspection and other health precautionary measures relating to the pandemic.
- 1.2. PPD ensures that the port has adequate lighting systems specially at gates, operational and perimeter fences. Also, integrity of perimeter fences shall be regularly inspected. Any noted defect/s shall be immediately reported to the Engineering Services Division for its immediate repair and/or restoration.

#### 2. Guard System

- 2.1. Ports under this PMO may be placed on Heightened Security Alert Status and/or higher security level as may be advised by the OTS.
- 2.2. Item No. 2.2 and 2.3 under GCQ shall remain in effect.

#### 3. Access Control

##### 3.1. Disembarkation of Passengers:

- 3.1.1. In order to ensure physical distancing and prevent overcrowding of people during simultaneous arrival of passenger vessels, the first passenger vessel to arrive shall have her passengers disembarked first in a batch system (50 pax/batch) with time intervals of some minutes.

- 3.1.2. The second vessel and the succeeding vessel/s to arrive shall wait for the first vessel to complete its disembarkation and shall NOT lower her gangplank until Port Authority gives order to commence passenger disembarkation.
  - 3.1.3. Inbound passengers shall be subjected to health protocols by DOH/City Health Office personnel. Upon availability of electronic thermal scanner provided by LGU-CDO, inbound passengers shall undergo thermal scanning when passing through the arrival area. Passengers with high body temperature shall be immediately referred to DOH personnel for proper disposition.
  - 3.1.4. Public Utility Vehicles (PUVs) with valid franchise from LTFRB shall be allowed to enter the Passenger Terminal Complex to convey passengers. However, such PUVs must conform to the guidelines provided by LTO/LTFRB to ensure that physical distancing is still observed aboard the vehicle such as capacity limit and installation of partition devices.
  - 3.1.5. Drivers of permitted PUVs must stay inside their vehicle while on queue at the designated queuing area of the PTC. Drivers of private vehicles sending/fetching passengers shall likewise stay inside the vehicle while at the Park and Sail area.
- 3.2. Embarkation of Passengers:
  - 3.2.1. Outbound passengers shall be subjected to health protocols by DOH/City Health Office personnel. Upon availability of electronic thermal scanner provided by LGU-CDO, inbound passengers shall undergo thermal scanning when passing through the arrival area. Passengers with high body temperature shall be immediately referred to DOH personnel for proper disposition.
  - 3.2.2. Boarding Time shall be five (5) hours before stated time of departure. Ship Master shall have her vessel ready to accept boarding/embarking passengers to reduce, if not avoid time delays, in the process of embarkation due to social/physical distancing measures.
  - 3.2.3. Shipping Lines shall double the number of units of Shuttle/Bus to transport embarking passengers en route to their vessel in observance to LTFRB 50% passenger capacity per unit and each transport unit must have partition devices installed.
  - 3.2.4. Shipping Lines shall assign sufficient boarding officers/crews/personnel in-charge at the Passenger Terminal Building to ensure an orderly manner and fast boarding process to include boarding announcements and other boarding-related activities to make sure that passengers will not be left out or miss their trip.
- 3.3. Other access control regulations for visitors, vessel crew members and other pedestrians as stated on the ports' PFSP prior the pandemic may recommenced but subject to changes and amendment as may

be determined by the Authority upon the recommendation from various maritime and health agencies and/or national task force, to wit;

- 3.4.1 Disembarkation of vessel crews on both foreign and domestic vessels and visitation privileges of relatives of Filipino crews and other NGO's from/to the vessel while docked at ports under PMO MOC.
- 3.4.2 Implementation of PPA Entry Protocol to all persons entering the ports under PMO MO/C.
- 3.4.3 Designation of temporary isolation/holding areas for pedestrians who have displayed symptoms or showing any physical manifestation/s that might be associated to the pandemic.
- 3.4.4 Granting of requests for port visitation or educational tour and other similar requests for entry by any entity.
- 3.4.5 Granting of entry to pedestrians below 21 years old and above 60 years old shall not be allowed to enter the port premises
- 3.4. Only those workers/laborers listed on the approved daily duty detail shall be allowed entry and subject to routine safety and security inspection.
- 3.5. Strict implementation of social/physical distancing among PPA employees, CHO employees and various port users.
- 3.6. Processing of PPD-associated office transactions shall resumed but subject to additional protocols as may be determined by the Authority to avert overcrowding of port users at PPD office.
- 3.7. Pedestrians entering the port premises shall be subjected to sanitation and hygienic procedures such as but to limited to wearing of face mask, hand wash, foot bath, body temperature screening, filing up of PPA Entry Protocol form and many others, as appropriate.

#### 4. Cargo Handling Operation

- 4.1. Cargo handling operation shall remain normal. However, CHO shall institute safety and health precautionary measures among its employees and hired workers.
- 4.2. Maintain all regulations and necessary documents covering the entry and withdrawal of cargoes as stated in PFSP.

#### 5. Delivery of Ship Stores

- 5.1. Only Chandlers covered with approved Permit to Operate (PTO) from the Authority shall be allowed to engage business inside the port subject to the usual security procedures such as, to wit;
  - 5.1.1. The PTO Chandler Service shall be checked/verified at the entry gate.
  - 5.1.2. Only the person(s) authorized under the PTO shall be allowed entry.
  - 5.1.3. A Purchase Order duly signed by the Master of the vessel or his authorized representative must be presented at the gate.

- 5.1.4. All items/packages delivered must be visually checked and must tally with the purchase order.
- 5.1.5. Thorough search/inspection of the delivery vehicle and items/packages delivered must be conducted to ensure that no explosives, weapons, and/or hazardous, regulated or banned articles/items/drugs are introduced inside the Port Facility or the ship.

## 6. Handling of Unaccompanied Baggage

- 6.1. Unaccompanied baggage shall be properly tagged and recorded.
- 6.2. Owners shall be properly identified and issued the corresponding claim tag/slip.
- 6.3. Unaccompanied baggage shall be subject to x-ray machine and K9 NDD inspection before being allowed for loading to the vessel.

## 7. Restricted Areas Within the Port Facility

- 7.1. Regular conduct of mobile patrolling and monitoring of potential unauthorized access of irrelevant persons inside the restricted areas of the port facility.
- 7.2. Random checking of the port users' APUP to ensure that the bearer is staying at the area/s as indicated in his/her worn APUP.

## 8. Monitoring of Security of the Port Facility Including Anchorage and Approaches

- 8.1. Any unauthorized watercraft approaching or looming near the port shall be immediately reported to PCG and/or PNP MARIG thru ComGen.

The above -mentioned guidelines may be amended from time to time based on the prevailing situation relating to the pandemic as recommended by concerned maritime and health agencies and/or national task force.

Port Police Officers, Shift-In-Charge guards and other concerned personnel are directed to ensure strict implementation of the aforesaid guidelines.

For guidance, ready reference and appropriate action.

  
**PPSUPT BERNARDO A GARTALIA**

Encl: A/R



*(Note: This communication has also digitally scanned and transmitted to your official email addresses. Please be advise this Office of any changes in said addresses, or of alternative addresses.*

*Email Addresses of port users and stakeholders*