




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

**PORT ADVISORY/BULLETIN/ANNOUNCEMENT**  
**PSD PABA No. 20 – 2020**

DATE: <b>31 October 2020</b>	No. of pages including this page: <b>Ten (10) pages</b>
TO: <b>Cargo Handling Operators; Shipping Line Companies and Agents; Harbor Pilots; Shippers/Consignees; &amp; All Others Concerned</b>	Emails: <b>(None)</b>
FROM: <b>The Port Services Division Manager</b>	Email: <b>ppapmocdo@ppa.com.ph</b> OPM Email: <b>moc_opm@ppa.com.ph</b> PMO Fax: <b>(088) 856-4667</b>
Cc:	
SUBJECT: <b>GUIDELINES AND STANDARD OPERATING PROCEDURES IN THE PORT DURING INCLEMENT WEATHER</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_psd@ppa.com.ph</i>	
<b>MESSAGE:</b>  This has reference to the attached PPA Port Operations Bulletin/Advisory (POBA) dated 28 October 2020 issued by the PPA Assistant General Manager for Operations (AGMO) regarding the above-stated subject.  All concerned are hereby guided to STRICTLY implement the guidelines and standard operating procedures in the port during inclement as provided in PPA Memorandum Circular (MC) No. 19-96 entitled <i>Revised Guidelines and Standard Operating Procedures in the Port During Inclement Weather</i> , as amended in PPA MC No. 42-2000 to ensure safety of ships and all kinds of water crafts and to prevent damage to port facilities with the onset of typhoon season in the country. While implementation of mandatory health measures prescribed by the government shall continue.  Furthermore, the Harbor Pilots shall submit a service of ship schedule indicating pilots and corresponding vessels to undock preparatory to typhoon landing, when necessary/applicable. While Master of Vessel shall be on standby when necessary/applicable and/or as ordered by the Authority to move and moor his vessels to safe and designated areas.  For information and guidance.   <b>RUBY MARIA O. GUMAPON</b>	
<i>(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.</i>	
<i>Email Addresses of port users and stakeholders</i>	

## PORT OPERATIONS BULLETIN/ADVISORY

(Transmitted by Fax and Email)

DATE: 28 October 2020	No. of pages including this page: 8 Pages
TO: <b>All Port Managers</b> <b>Port Terminal Operators</b> <b>Private Port Operators</b> <b>VTMS Managers</b> <b>Cargo Handling Operators</b> <b>Terminal Service Providers</b> <b>Shipping Lines</b> <b>Ship Operators</b> <b>Cargo Truck/Van Operators</b> <b>Harbor Pilots</b> <b>All Concerned</b>	Faxes: Emails: (Please see below)
FROM: <b>The AGM for Operations</b>	Email: <a href="mailto:hemiolo@ppa.com.ph">hemiolo@ppa.com.ph</a> POSD email: <a href="mailto:semd@ppa.com.ph">semd@ppa.com.ph</a> POSD Fax: 336-51-51
<b>GUIDELINES AND STANDARD OPERATING PROCEDURES IN THE PORT DURING INCLEMENT WEATHER</b>	
<i>ATTENTION: If you have received this communication with missing, incomplete, garbled or unreadable pages, please notify us at once through Tel. 527-8356, local 347; Tel/Fax 336-5151; E-mail <a href="mailto:semd@pa.com.ph">semd@pa.com.ph</a> or <a href="mailto:pdamparo@ppa.com.ph">pdamparo@ppa.com.ph</a></i>	
<b>MESSAGE:</b>  1. With the onset of the typhoon season in the country, and to ensure the safety of ships, barges, and all kinds of watercrafts, and in order to prevent damage to port facilities during inclement weather, you are advised to strictly implement PPA Memorandum Circular (MC) No. 19-96 entitled "Revised Guidelines and Standard Operating Procedures in the Port During Inclement Weather" and PPA Memorandum Circular No. 42-2000 entitled "Amendment to Paragraph 4.1.1 of PPA MC No. 19-96 dated 30 April 1996 entitled "Revised Guidelines and Standard Operating Procedures in the Port During Inclement Weather" hereto attached as Annex "A".	

2. PPA Memorandum Circular No. 42-2000 entitled “*Amendment to Paragraph 4.1.1 of PPA MC No. 19-96 dated 30 April 1996 entitled “Revised Guidelines and Standard Operating Procedures in the Port During Inclement Weather”*”, hereto attached as Annex “B”, is to be strictly implemented by PMO-NCR South Harbor.
  
3. Pilotage Services for Vessel Movements. Direct your Chief Pilot to submit a service of ships schedule indicating Pilots and corresponding vessels to undock preparatory to Typhoon landing to ensure undocking/pull out of vessels from berth/pier/ramp and mooring facilities in ports and terminals. For terminals where there is lack or absence of pilotage service, it is incumbent upon the Master of Vessel to move and moor his vessel to safer and designated areas;
  
4. Communication, Coordination and collaboration with LGUs, transport authorities and bus operators, forwarders associations and terminal operators is encouraged in your disaster preparedness and response plans. Measures such as assessment of mandatory evacuation of port employees/labor and passengers from the terminals to safer locations inland shall be taken and support logistics prepared on hand.
  
5. You are also directed to continue the implementation of mandatory health measures prescribed by the government.

**HECTOR E. MIOLE**

***(Note: This communication has also been digitally scanned and transmitted to your official PPA email addresses. Please advise this Office of any changes or corrections in said addresses, or of alternative addresses. If you still do not have an official PPA email address, please contact ICTD.)***

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# ANNEX A



Republika ng Pilipinas  
**PANGASIWAAN NG DAUNGAN NG PILIPINAS**  
(PHILIPPINE PORTS AUTHORITY)  
Marsman Bldg., South Harbor, Port Area  
Manila, Philippines



APR 30 1996

PPA MEMORANDUM CIRCULAR  
NO. 19-96

**T O : All District Managers, Port Managers, Harbor Pilots,  
Shipping Companies, Arrastre/Stevedoring Operators,  
Port/Terminal Operators and Others Concerned**

**SUBJECT : REVISED GUIDELINES AND STANDARD  
OPERATING PROCEDURES IN THE PORT  
DURING INCLEMENT WEATHER**

1 AUTHORITY

Presidential Decree No 857  
PPA Administrative Order No 13-77

2 SCOPE

This Order shall be observed by all foreign and domestic vessels that are berthed/anchored in a government port during a tropical storm/typhoon

3 OBJECTIVE

To promote the safety of vessels, facilities, users and port operations during storms/typhoons

4 GUIDELINES

4.1 General Precautionary Measures - The following precautionary measures relative to port operations should be undertaken during typhoons or storms

Telephone Nos 527-4844  
527-8356

Facsimile Nos 527-4853  
527-4855

- 4 1 1 **Storm Signal No. 1** (Winds of 16 to 32 knots is expected in the locality within the next 36 hours A tropical cyclone will affect the locality) -

All vessels in the port, whether self-propelled or non-propelled, shall be attended to by a sufficient number of crew capable of moving the vessel upon notice

- 4 1 2 **Storm Signal No. 2** (Winds of 32 to 54 knots is expected in the locality within the next 24 hours A moderate tropical cyclone will affect the locality) -

1 The precaution provided for under Storm Signal No 1 relative to the necessity of having a sufficient number of crew at standby shall be observed Likewise, tugboats should be at standby Vessels at berth are advised to double their mooring lines

2 Operations at the anchorage may be suspended on a case to case basis

- 4 1 3 **Storm Signal No. 3** (Winds at 54 to 100 Knots is expected in the locality within the next 18 hours A strong tropical cyclone will affect the locality) -

1 All precautions for Storm Signal Nos 1 and 2 shall be exercised

2 All operations at the anchorage shall be suspended

3 Loading/discharging of containers and other cargoes to/from vessels shall be suspended and the structures secured



- 4 All cargoes and cargo handling equipment and their accessories shall be secured
- 5 The piers, slips and wharves shall be cleared of vessels of more than 1,000 GRT
- 6 Vessels of not more than 1,000 GRT may be allowed at the anchorage Those which remain moored and secured at the piers, slips and wharves must take all necessary precautions, i.e., double or multiple mooring lines, sufficient officers and crew on board, standby engines, etc provided, however, that any damage caused to the pier, slip or wharf shall be borne by the owners of these vessels

4 1 4 **Storm Signal No. 4**(Winds of 100 Knots and above is expected in the locality within the next 12 hours A very intense typhoon will affect the locality) -

- 1 All precautions for Storm Signal Nos 1,2 and 3 shall be exercised
- 2 All operations in port except emergency in nature shall cease

4 1 5 **Wave height regardless of Storm Signal:**

below 4 feet - No suspension of work  
4 - 5 feet - Suspension only at anchorage  
over 5 feet - Suspension on both at dockside and at anchorage"

4 1 6 The above precautionary measures shall not preclude the PMO Port Manager from directing the clearing of piers/wharves of vessels at any time during typhoons,



as he finds such action necessary under the prevailing situation

- 4 2 STANDARD OPERATING PROCEDURES - The following procedures shall be undertaken by the local Port Management Office (PMO) during inclement weather (for ports/terminals under exclusive management and operation of a private contractor, any reference to the PMO Port Manager or Terminal Supervisor shall mean the Port/Terminal Operator and its corresponding Officers)
- 4 2 1 Every four (4) hours during the presence of typhoons or storms and similar weather disturbances within the Philippine Area of Responsibility, the Port Manager shall maintain contact or liaison with the Weather Bureau (PAGASA) in order to regularly monitor weather developments in his locality/jurisdiction. He shall likewise coordinate with the local Philippine Coast Guard Station on the movement of vessels during typhoons
- 4 2 2 The PMO shall, at all times, maintain and compile the Daily Official Weather Bulletin/Report, and shall record the hourly wind force and direction, and the wave height for the reference of all concerned
- 4 2 3 Aside from the regular personnel on duty, the Port Manager, PSD Manager, ESD Manager, Port Police Commander, Harbor Master and the Terminal Supervisor and/or the next ranking officers must report for duty for the duration of Storm Signal No 2 or above
- 4 2 4 Should the interest of the public so require, the Port Manager and/or the Terminal Supervisor may redirect operations in their respective areas

*W*



4 2 5 The Harbor Master shall establish contact/coordination with the vessels in port to facilitate vessel operations and movement of vessels at pier/anchorage during typhoons

4 2 6 Immediately after the storm or typhoon, a damage survey shall be conducted by the Terminal Supervisor and a damage report shall be submitted to the Port Manager not later than 24 hours after the storm or typhoon has passed. The damage report shall state, among others, the details of the damage, losses, injuries, or casualty, if any. The report shall also include the recommendations of the reporting officer and the cost estimates for repair or replacement of the losses or damages.

A similar damage report shall also be submitted by the Port/Terminal Operator to the PPA Office tasked to monitor the port activities.

Within 24 hours after storms/typhoons, the Port Manager shall also contact and make initial damage report to the National Port Operations Center (NPOC), Head Office using the fastest means of communication available.

4 3 Request For Suspension of Vessel Operations - If deemed necessary, the shipmaster/agent, or the arrastre/stevedoring contractor, may file a formal request for suspension of vessel operations with the local PMO. The Port Manager or his authorized representative shall act on the request in accordance with the guidelines set above.

The Suspension Order shall be accomplished in four (4) copies and shall be distributed as follows:

Original - To be retained by PPA  
Second Copy - Cargo Handler





Third Copy - Shipping Company/Agent  
Fourth Copy - Cargo Owner/Broker

Standby charges shall not be assessed as a result of the issuance of the Suspension Order provided the stevedores are allowed to disembark at the ship accommodation ladder. Failure, however, of the Master and/or agent to provide for the stevedores' safe disembarkation shall make them liable for the payment of standby charges.

5 EFFECTIVITY - This Order shall take effect immediately

  
CARLOS L. AGUSTIN  
General Manager

# ANNEX B



PPA FILE

AUG 29 2000

PPA MEMORANDUM CIRCULAR  
NO. 42 - 2000

**TO :** Port District Manager, PDO-Manila, Port Manager,  
Harbor Pilot, Tugboat and Barge Operators,  
Terminal Operators and Others Concerned

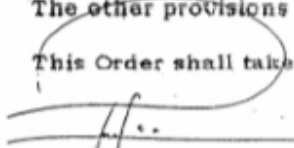
**SUBJECT :** AMENDMENT TO PARAGRAPH 4.1.1 OF PPA MC  
NO. 19-96 DATED 30 APRIL 1996 ENTITLED  
"REVISED GUIDELINES AND STANDARD  
OPERATING PROCEDURES IN THE PORT DURING  
INCLEMENT WEATHER"

In order to ensure the safety of barges, watercrafts, vessels and prevent damage to port facilities at South Harbor, Section 4.1.1 is hereby amended by adding the following paragraphs thereto, which read as follows:

1. Provided, however, that during the Southwest Monsoon season from the month of June to September of the year, barges shall be transferred, upon the hoisting of Typhoon Signal No. 1, from the South Harbor Breakwater Barge Pool to Pasig River at Government Berth or Private Berth as the case may be;
2. Provided, further, that when the Southwest Monsoon intensifies, said barges shall also be thus transferred even before Typhoon Signal No. 1;
3. Consequently, the cargo handling operations on vessels at the South Harbor Anchorages (IBW/OBW) shall be deemed suspended during such operational adversity."

The other provisions of PPA MC No. 19-96 shall apply accordingly.

This Order shall take effect immediately.

  
JUAN O. PEÑA  
General Manager