





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

PORT ADVISORY/BULLETIN/ANNOUNCEMENT
PABA No. PPD 043-2021

DATE: 19 October 2021	No. of pages including this page: One (1) page
TO: All Port Police Officers Terminal Management Offices Sagittarius Security Agency Commander Security Services Inc.	E-mails:
FROM: The Station Commander Port Police Division	E-mail: bagartalia@ppa.com/ph PPD e-mail: moc_ppd@ppa.com.ph
CC: Office of the Port Manager, Division Manager, Terminal Managers, Port Police Officers and other concerned units of this PMO	
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; e-mail address: moc_ppd@ppa.com.ph	
SUBJECT: GUIDELINES IN THE DISPOSITION OF CONFISCATED HAND-CARRIED PROHIBITED ITEMS	
MESSAGE: All Port Police Officers are hereby furnished copy of the attached Memorandum from the General Manager dated 11 October 2021 with the subject Guidelines in the Disposition of Confiscated Hand-carried Prohibited Items for the information and guidance of all concerned. In line with the continuous implementation of the appropriate security measures prescribed in the Port Facility Security Plan, all concerned are advised to strictly adhere to the provisions of said guidelines in the treatment of all items that are intercepted/confiscated during security screening and field operations. For information, guidance and strict compliance.  BERNARDO A. GARTALIA	
(Note: This communication has also digitally scanned and transmitted to your official e-mail address. Please be advised this Office of any changes in said address or of alternative addresses.	
E-mail addresses of port users and stakeholders	

AGM

EXECUTIVE BRIEF

FILE NUMBER		SUBJECT: GUIDELINES IN THE DISPOSITION OF CONFISCATED HAND-CARRIED PROHIBITED ITEMS	
FOR: The General Manager		ACTION/REMARKS	
FROM: AGM for Operations		LOCAL PHONE NO.	
Endorsed By:  PPSUPT GENARO P MANCIO JR.		LOCAL PHONE NO.	DATE: October 11, 2021
Prepared By:  CPPO SESENIO B SERENO III		LOCAL PHONE NO.	DATE: October 11, 2021
REFERRALS/ROUTED THRU:	ACTIONS/REMARKS		DATE:

BACKGROUND

As ports continue to play a crucial role in the growth of waterborne commerce, the necessity of augmenting security measures to deter possible threats to safety and security of port users within port premises and forestall any danger posed by the storage of dangerous goods in port management offices has become manifest.

The lack of a uniform and proper mechanism for the disposal of confiscated hand-carried prohibited items has effectively posed a threat to the safety and security of the ports in general and to a certain extent unduly burdened the port police divisions in port management offices with the obligation of safekeeping these items at the expense of risking their own life and limb and the threat of possible criminal prosecution in the case of unlicensed firearms and ammunitions.

COMMENTS/OBSERVATION:

In view of the foregoing reasons, the Department has crafted the proposed guidelines on the above stated subject matter.

RECOMMENDATIONS:

Approval and signature of the General Manager herewith memorandum with the comments/inputs.

SIGNATURE OF RESPONSIBLE OFFICIAL



HECTOR E. MIOLE

CHS 101221-PPD/EP - 01

EXECUTIVE BRIEF

SUBJECT: GUIDELINES IN THE DISPOSITION OF
CONTAMINATED HAND-CARRIED
PROHIBITED ITEMS

THE NUMBER

ACTION/REMARKS

FOR

The General Manager

LOCAL PHONE NO.

FROM

AGM for Operations

DATE: October 11, 2021

LOCAL PHONE NO.

Endorsed by:

PRESTON BENARDO F. MANCINO JR.

DATE: October 11, 2021

LOCAL PHONE NO.

Prepared by:

CPIC SEBASTIAN B. SEMENO III

DATE:

ACTION/REMARKS

REFERRAL ROUTED TO:

BACKGROUND

As ports continue to play a crucial role in the growth of worldwide commerce, and necessary in maintaining security measures to ensure possible threats to safety and security of port users within port premises and port facilities are properly managed by the storage of dangerous goods in port management offices for become manifest.

The lack of a uniform and proper mechanism for the disposal of contaminated hand-carried prohibited items has effectively posed a threat to the safety and security of the ports in general and to a certain extent, burdened the port police division in port management offices with the obligation of safeguarding these items at the expense of risking their own life and the threat of possible criminal prosecution in the case of unlicensed firearms and ammunition.

COMMENT/OBSERVATION

In view of the foregoing reasons, the Department has drafted the proposed guidelines on the above stated subject matter.

RECOMMENDATIONS

PHILIPPINE PORTS AUTHORITY
OFFICE OF THE AGM FOR OPERATIONS

RECEIVED



10/12/21

Received by

Date/Time

1305 hrs

PHILIPPINE PORTS AUTHORITY
OFFICE OF THE AGM FOR OPERATIONS
RECEIVED


Received by

10-18-2021

Date/Time

10:30AM



11 October 2021

MEMORANDUM

TO : All Port Managers
Port Management Offices

ATTN : The Station Commanders

SUBJECT : **GUIDELINES IN THE DISPOSITION OF CONFISCATED
HAND-CARRIED PROHIBITED ITEMS**

I. AUTHORITY

Section 6-c of Presidential Decree 857, as amended.

II. REFERENCES

1. PPA Administrative Order Number 04-2009
2. Philippine Ports Authority Orange Book, Book III
3. Philippine Firearms Law (R.A. 10591) and its IRR
4. International Ship and Port Facility (ISPS) Code
4. National Security Programme for Sea Transport and Maritime Infrastructure (NSPSTMI)

III. SCOPE

These guidelines shall be limited to the disposition of hand-carried prohibited items inside port premises as defined herein which are confiscated in ports under the administrative jurisdiction of the Authority and shall not apply to dangerous cargo, the handling, storage, and disposition of which are governed by the International Maritime Organization-International Maritime Dangerous Goods (IMDG) Code and pertinent PPA policies, rules, and regulations. This also does not include prohibitions as a result of other government agencies like illegal logs, wildlife, drugs, etc.

IV. COVERAGE

To ensure optimum security in ports, these guidelines shall apply to all employees of the Authority, port users, passengers, ancillary port services providers such as but not limited to cargo handling operators and its employees, stevedores, arrastre, truck drivers etc. and such other entities described in PPA A.O 04-2009 that passed through or utilize ports for any legitimate purposes.

V. OBJECTIVES

The Port Police Department being the law enforcement arm of the Philippine Ports Authority is in the forefront of maintaining peace and order in PPA ports by deterring possible threats to safety and security within port premises. Thus, in keeping with its mandate under Sec. 6-c of Presidential Decree 857 otherwise known as the Revised Charter of the Philippine Ports Authority, the Department promulgates these guidelines for the appropriate disposition of confiscated hand-carried prohibited items inside port premises as defined herein.

VI. DEFINITION OF TERMS

1. ***Prohibited Items*** – as used in these guidelines shall mean hand-carried items prohibited inside port premises which may cause harm or damage to port facilities, the employees of the Authority, its stakeholders and pose threat to the life and limb of passengers and other port users such as bladed weapons, incendiary devices, unlicensed firearms, explosives, and ammunition.
2. ***Disposition*** – shall mean the destruction of confiscated hand-carried prohibited goods/items through any of the means that may be adopted by the Authority. This also includes the delivery of explosives, its derivatives, incendiary devices, unlicensed firearms, and ammunition to the proper authorities.
3. ***Incendiary devices*** – refer to devices that are designed to cause fire or making flames, i.e., lighters, matches, and the like.

VII. GUIDELINES

A. BLADED WEAPONS AND INCENDIARY DEVICES

1. Inventory

- i. Port Police Divisions in Port Management Offices (PPD-PMO) shall conduct a monthly inventory of confiscated prohibited items under their custody. A corresponding Monthly Inventory Report shall thereafter be submitted to the Port Police Department, Head Office (PPD-HO).
- ii. At the end of each quarter, PPD-PMOs shall consolidate three monthly reports and prepare a Quarterly Inventory Report of confiscated prohibited items under their custody for the particular quarter to be submitted to PPD-HO.

2. Storage

- i. Each PPD-PMO shall have at least one Custodian Officer who shall be issued a Special Order prepared and approved by the Port Manager concerned. He/she shall have the following duties and responsibilities:
 - a. Mark and safekeep all prohibited items confiscated in ports.
 - b. Segregate prohibited items which are subject of a pending case and those that are not.
 - c. Prepare and sign Monthly and Quarterly Inventory Reports.
 - d. Review inventory of confiscated prohibited items under the PPD-PMO's custody.
 - e. Recommend appropriate action, i.e., disposition, should it appear that a considerable quantity of prohibited items is already in his custody.
 - d. Sign release form in case of disposal. In the case of confiscated prohibited items with pending cases, require the person to whom the item is released to sign a receipt form which also be reflected in a port police blotter.
- ii. The storage of prohibited items, except those that are subject of a pending case, shall not exceed three (3) months reckoned from the time of its confiscation.

3. Disposition

For purposes of these guidelines, the disposition of confiscated bladed weapons and incendiary devices shall be carried out on a per PMO basis in the following manner:

- i. Should it appear based on the Monthly or Quarterly Inventory Report submitted and recommendation of the Custodian Officer

that a considerable quantity of confiscated prohibited items is in the PPD-PMO's custody, the PMO concerned shall have the discretion to effect disposition of said items under their custody.

- ii. PPD-PMOs shall submit a Request for Disposition and Budget to the Port Manager for the purpose of disposing the confiscated prohibited items in their custody. The said request shall detail the manner of disposition to be adopted, attaching thereto the Monthly or Quarterly Inventory Report as the case may be and the recommendation of the Custodian Officer, copy furnished PPD-HO.
- iii. Once approval of the Port Manager is secured, the PPD-PMO shall proceed with the disposition of confiscated prohibited items in accordance with the manner of disposition it proposed in its Request.
- iv. The PPD-PMO shall thereafter submit a Post-Disposition Report to the Port Manager with attached pictures as proof of the action taken, copy furnished PPD-HO.

B. UNLICENSED FIREARMS, AMMUNITIONS, EXPLOSIVES AND PARTS

In the case of firearms, ammunition, and explosives, the PPD-PMO concerned shall observe the following protocol for its disposition:

- i. The PPD-PMO concerned shall after seizure/confiscation of unlicensed firearms, ammunition, and explosives, prepare a Blotter Report of the incident and copy furnish the Port Police Department Head Office.
- ii. The seized/confiscated firearms, ammunition, and explosives must, within a reasonable time which may not be more than one week, be turned over to the Firearms and Explosives Office of the Philippine National Police (PNP-FEO) in the locality/province.
- iii. In case the PPD-PMO fails to turn over the seized/confiscated firearms, ammunition, and explosives to the PNP-FEO in the locality within the prescribed timeframe, it shall prepare a Report detailing the reasons therefor.

- iv. To preserve the evidentiary nature of seized/confiscated firearms, ammunition, and explosives that have not been turned over to the PNP-FEO, the same shall be handed to the Custodian Officer and kept in a separate and secure vault.
- v. In case of a successful turn over to the PNP-FEO, the PPD-PMO through its Station Commander shall prepare and submit a Turnover Report to the Superintendent, Port Police Department Head Office.

VIII. PENALTIES

Violation of these guidelines shall merit the sanctions/penalties under existing laws which may involve the filing of appropriate administrative, civil, and criminal charges.

IX. EFFECTIVITY

These guidelines shall take effect immediately.

For strict compliance.


JAY DANIEL R. SANTIAGO
General Manager

