



**PHILIPPINE PORTS AUTHORITY**

**CITIZEN'S CHARTER**  
**2022 (4<sup>th</sup> Edition)**

**PORT MANAGEMENT OFFICE**  
(External Services)

## 1. Vessel Entrance Formalities

Facilitate all vessels' entrance formalities, whether domestic or foreign calling at the port, upon submission of complete documentary requirements.

<b>Office/Division:</b>	Port Services Division-Marine Section		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2B-Government to Business G2G-Government to Government		
<b>Who may avail:</b>	Vessel or Shipping Line Representative/Agent		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<b>A. Domestic Vessel</b>			
1. Notice of Arrival (3 copies)		PPA website for online application; Marine/Harbor Office for manual application	
2. Application for Berth/Anchorage (3 copies)		PPA website for online application; Marine/Harbor Office for manual application	
3. Vessel's Roll Book		Shipping Lines	
4. Passenger Manifest (3 copies)		Shipping Lines	
5. Dangerous Cargo Manifest (if applicable)		Shipping Lines	
6. Duly signed Inward Coasting Manifest (3 copies)		Shipping Lines	
7. Waste on Board Vessel Information Form (WOBVIF)		PMO Marine Section	
<b>B. Foreign Vessel</b>			
1. Notice of Arrival (3 copies)		PPA website for online application; Marine/Harbor Office for manual application	
2. Application for Berth/Anchorage (3 copies)		PPA website for online application; Marine/Harbor Office for manual application	
3. Passenger Manifest (if applicable) (3 copies)		Shipping Lines	
4. Dangerous Cargo Manifest (if applicable)		Shipping Lines	
5. Inward Foreign Manifest (3 copies)		Shipping Lines	
6. Waste on Board Vessel Information Form (WOBVIF)		PPA PMO Marine/ Harbor Office	
<b>C. Additional requirements for Vessel on Maiden Voyage</b>			
1. Vessel Information Sheet		PPA Website (downloadable forms)	
2. Certificate of Inspection (domestic vessels)		MARINA	

3. International Tonnage Certificate (foreign vessel)		Shipping Lines/ Flag Registry		
<p>* Pursuant to PPA MC Nos. 18-2020 and 22-2020, all PPA employees, including outsourced personnel, <b>service providers, port users, stakeholders,</b> and the <b>general public</b> shall follow minimum health and safety protocols in all PPA offices and facilities.</p> <p>* Pursuant to PPA MC No. 02-2020, all ships arriving from China and its Special Administrative Regions (SAR) and Taiwan shall follow port management protocols in response to the Coronavirus Disease (COVID-19) as stated in this issuance.</p>				
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Transmit/submit the Notice of Arrival (NOA) and Application for Berth and Anchorage (ABA) together with the Waste on Board Vessel Information Form (WOBVIF)	1. Acknowledge receipt of documents, evaluate, and verify the accuracy of the entries in the documents. If found in order, schedules the client for a Berthing Meeting.	None	15 mins.	PPA Harbor Operations Officer/ Authorized Representative
<p>Notes: Vessel with Scheduled Runs (Passenger, Containerized, and Roro Vessels): ABA: 24 hrs. before arrival; NOA: 48 hours prior to vessel arrival</p> <ul style="list-style-type: none"> <li>• Tramping Vessel: ABA: at least 36 hrs. before arrival</li> <li>• Foreign Vessel: 48 hrs. before arrival</li> <li>• Regular-Run Fast ferries may file their NOA/ABA on a month-to-month basis by the shipping company [Reference: PPA MO No. 12-97]</li> </ul> <p>Remarks: * If in any case, the face-to-face transaction is not possible, submission of documentary requirements may also be done via iPorts and other electronic means such as email or fax messages.</p>				
2. Attends the Berthing Meeting.	2. Conducts the Berthing Meeting for allocation of berth and discussion and preparation of other important matters.  * If in any case, the face-to-face transaction is not possible, Berthing Meetings can also be done	None	2 hrs.	PPA Harbor Master/ Authorized Representative

	virtually thru videotelephony software such as Zoom, Microsoft Teams, Google Meet, GoToMeeting, and the likes.			
3. Submits the complete set of documents for entrance formalities at the PPA Marine Section.	3.1 Checks/ verifies the completeness of the submitted documents.	None	3 mins.	PPA Harbor Operations Officer/ Authorized representative
a. 3 copies Application for Berth/Anchorage	3.2 Logs Actual Time of Arrival at the Vessels Logbook.	None		
b. 3 copies Passenger Manifest (if applicable)	3.3 Stamps manifest and/ or roll book <b>“Entered”</b> .	None		
c. Dangerous Cargo Manifest (if applicable)				
d. Waste on Board Vessel Information Form (WOBVIF)				
e. Vessel's Roll Book (domestic)				
f. 3 copies Inward Coasting Manifest (domestic)				
g. 3 copies Inward Foreign Manifest (foreign)				
<i>If the vessel is on a maiden voyage, submit the additional requirements for a maiden voyage.</i>				
<b>TOTAL:</b>		<b>None</b>	<b>2 hrs. 18 mins.</b>	