



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 012-2023**

DATE: 19 October 2023	No. of pages including this page: <b>Two (2) pages</b>
TO: <b>PPA Personnel</b> <b>Port Police/Security Personnel</b> <b>Terminal Management Offices</b> <b>Cargo Handling Operators</b> <b>Shipping Lines</b> <b>Other Port Stakeholders</b> <b>All Others Concerned</b>	Emails:
FROM: <b>The Acting Port Police Division Manager</b>	Email: <b>zemagtagad@ppa.com.ph</b> PPD Email: <b>moc_ppd@ppa.com.ph</b> PMO Fax: <b>(088) 856-4667</b>

CC: Division Managers, TMOs, PPA personnel, Security Agencies and other concerned units of this PMO

**SUBJECT: IMPLEMENTATION OF HEIGHTENED SECURITY ALERT STATUS IN ALL PORTS UNDER PMO-MOC DURING THE OBERVANCE OF SYNCHRONIZED BARANGAY AND SANGGUNIANG KABATAAN ELECTIONS AND UNDas 2023**

*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*

**MESSAGE:**

In view of the PMO's continuing implementation on the provisions of International Ship and Port Facility Security (ISPS) Code and National Security Program for Sea Transport and Maritime Infrastructure (NSPSTMI), and in compliance with the Memoranda issued by The General Manager and AGM for Operations of PPA – Head Office both dated 06 October 2023 to ensure safety, security, comfort and convenience of the riding public during the observance of Synchronized Barangay and Sangguniang Kabataan Elections and Undas 2023, all Port Police Officers, Terminal Managers and security personnel detailed in PMO-MOC are hereby directed to implement **Heightened Security Alert** within their area of jurisdiction from **27 October 2023 to 05 November 2023**. All are enjoined to adopt target-hardening measures and implement enhanced security procedures at their respective ports such as but not limited to, stringent screening of passengers and their baggage/luggage, stringent checking of incoming and outgoing cargoes, tighter access control and other target hardening measures. Further, please ensure continuing presence and visibility of Port Police Officers/Security Guards within the port premises and maximum utilization of Baggage and Body Scanning Machines and Walk-Through Metal Detectors. Vacation leave applications of PPOs and security guards that will take effect on the aforesaid dates shall not be allowed.

Moreover, concerned personnel are enjoined to be extra vigilant in monitoring the security situation within your AOR and nearby areas. You are likewise advised to sustain intelligence



build-up and closely coordinate with the friendly forces and intelligence community operating within your AOR and report immediately thru the PMO's Command Center any received information that may affect the port security for further assessment and validation.

This Advisory takes effect during the observance of Synchronized Barangay and Sangguniang Kabataan Elections and Undas 2023, unless sooner revoked or otherwise amended by this Office.

For information, guidance and ready reference.

  
**CPPO ZALDY E. MAGTAGAD**

Encl: A/S

***(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 Adresses of port users and stakeholders*







06 October 2023

## MEMORANDUM

TO : All Port Managers

FROM : The General Manager

SUBJECT : **General Reminders for OPLAN BIYAHENG AYOS: Implementation of Heightened Alert Status during the “Synchronized Barangay and Sangguniang Kabataan Elections and Undas 2023”**

The Department of Transportation, through the Memorandum signed by RICARDO E. ALFONSO, JR. dated 04 October 2023, classified the observance of Oplan Biyaheng Ayos: Implementation of Heightened Alert Status During the Synchronized Barangay and Sangguniang Kabataan Elections and Undas 2023 warning as a transport-related event during which attached agencies concerned should be extra vigilant to ensure the health, safety, security, reliability and comfort of passengers travelling during the observance of Synchronized Barangay and Sangguniang Kabataan Elections and Undas 2023.

In this regard, and in view of the expected increase in passenger traffic using our ports from **27 October to 05 November 2023**, all PMOs are required to make the necessary preparations to provide safety, security and comfort to the travelling public. To respond effectively, the Philippine Ports Authority as owner and administrator of ports must prepare an Operational Plan (OPLAN) to address traffic demands and respond to incidents that may arise therefrom.

Port Managers shall have direct and primary responsibility for the effective and strict implementation of all measures and planned activities related to this OPLAN. They shall closely and properly coordinate and cooperate with their Cargo Handling (CH) Operators and Passenger Terminal Building (PTB) operators and all port stakeholders to ensure smooth implementation of the OPLAN. They shall collaborate with other maritime authorities and government agencies and secure their assistance if necessary.

OPLAN preparations shall include, among others, the following activities:

1. See to it that all booths/counters/centers serving passengers are properly manned during operating hours to lessen/prevent heavy queuing;
2. Ensure hotlines/feedback mechanisms are operational and properly manned;
3. Post **“OPLAN BIYAHENG AYOS: IMPLEMENTATION OF HEIGHTENED ALERT STATUS DURING THE SYNCHRONIZED BARANGAY AND SANGGUNIANG KABATAAN ELECTIONS AND UNDAS 2023 WITH MALASAKIT HELP DESK**, tarpaulins in conspicuous areas in your jurisdiction. Tarpaulins should include the DOTr official logo, PPA agency logo and hotline numbers;

4. Require ship agents to provide and regularly update the passengers of their ships' arrival and departure schedules.
5. Coordinate with relevant maritime agencies in the management of "DOTr Help Desk Assistance Center" and also make sure that our "Malasakit Help Desks" are properly manned and ready to serve passengers in need of assistance;
6. Ensure the provision of the following amenities (minimum):
  - 6.1 First aid services on a 24/7 schedule within the port;
  - 6.2 Properly cleaned and maintained PTB facilities at all times, particularly comfort rooms and washrooms;
  - 6.3 Drinking water;
  - 6.4 Portable toilets as may be needed which must be properly located within the port, cleaned and maintained;
  - 6.5 Extra tents and chairs for passengers use while waiting in port.
7. Strict Implementation of security measures and regulations as follows:
  - 7.1 Implement measures to ensure that all passengers go through PTB security screening before boarding the vessel;
  - 7.2 Require passengers to first disembark from their buses/vehicles and be screened/processed at the passenger terminal building;
  - 7.3 Port Operations and police personnel on duty shall closely monitor the Implementation of measures/action plans to ensure passengers safety, security and convenience while in the port;
  - 7.4 Supervise continuing presence and visibility of PPA policemen and security guards within the port area and the PTB;
  - 7.5 Maximum utilization and management of Baggage and Body Scanning Machines and Walk-through Metal Detectors;
  - 7.6 Coordination with concerned government law enforcement and Intelligence agencies operating in the port;
  - 7.7 Ensure that law enforcers and security guards detailed or assigned in all Port terminals are in their proper uniforms with IDs during their tour of duty;
  - 7.8 Establish security-check fast lane services for passengers carrying minimal belongings, including PWD, senior citizens, pregnant women or child bearing;
  - 7.9 24/7 monitoring of all areas using CCTV cameras or foot patrol and ensure effective coordination between the monitoring center and responding units;



- 7.10 Coordinate with the local PNP and/or the PNP Maritime Group for them to conduct operations at areas immediately outside of the port to prevent lawless elements from harassing or victimizing passengers;
  - 7.11 Advise passengers to segregate and declare metallic objects and bladed tools for industrial use, so that these items can be tagged then turned over for safekeeping, and finally retrieved at the port of destination by the owner/passengers. Segregation and declaration should be done before the passenger and his baggage are subjected to x-ray inspection to facilitate passenger processing;
  - 7.12 Post billboard or information materials (tarpaulin) at strategic areas informing passengers about items/materials that are prohibited to be hand-carried onboard vessels.
8. Ensure enough manpower complement to man the ports during the period;
  9. Submit reports electronically on time and in the required format/templates. In case there is no incident that shall be reported, a report shall still be made to indicate "NO Unusual Incident occurred";
  10. Port Managers are likewise directed to ensure and monitor compliance by the TMOs of these directives.

For guidance and strict compliance.



**JAY DANIEL R. SANTIAGO**

cc : Hon. JAIME J. BAUTISTA  
Secretary, Department of Transportation

**Office of the Assistant Secretary for Internal Audit and Special Concerns**



06 October 2023

## MEMORANDUM

TO : The Port Managers  
The Manager, Port Police Department

FROM : The Assistant General Manager for Operations

SUBJECT : **Reporting Requirements and Communications  
Plan for Oplan Biyaheng Ayos – IMPLEMENTATION OF  
HEIGHTENED ALERT STATUS DURING THE SYNCHRONIZED  
BARANGAY AND SANGGUNIANG KABATAAN ELECTIONS  
AND UNDAS 2023**

In consonance with the directive of the General Manager calling for the implementation of tighter security and safety measures for ports and terminals catering to passenger vessels for the upcoming Oplan Biyaheng Ayos: Implementation of heightened alert status during the Synchronized Barangay and Sangguniang Kabataan Elections and Undas 2023, all Port Managers, Terminal Managers and Station Commanders are directed to implement a 24/7 operations from **27 October to 05 November 2023**. The following reporting requirements, communication and action plans must also be implemented:

- PMOs/TMOs shall maintain direct communication lines with the PPA Head Office through telephone numbers **8527-4853** (*Office of the General Manager OGM*), **8527-6439** (*Assistant General Manager for Operations AGMO*) and **8711-2360** (*Port Police Department PPD*). Moreover, Port Managers, Terminal Managers, and PPD Station Commanders are directed to report unusual incidents through SMS to the AGM for Operations at **0977-072-5691** or [fomancile@ppa.com.ph](mailto:fomancile@ppa.com.ph) report of unusual incident shall also be sent to the following officials and offices:

### PPA HEAD OFFICE

FRANCISQUIEL O. MANCILE	0977-072-5691	<a href="mailto:fomancile@ppa.com.ph">fomancile@ppa.com.ph</a>
PPSSUPT GENARO P MANCIO JR	0961-037-9881	<a href="mailto:gpmanciojr@ppa.com.ph">gpmanciojr@ppa.com.ph</a>
PPSUPT SHERWIN LEMUEL A CHAVEZ	0917-179-9239	<a href="mailto:slachavez@ppa.com.ph">slachavez@ppa.com.ph</a>
PPSUPT FRANCIS ROBERT A MARALIT	0942-854-9925	<a href="mailto:framaralit@ppa.com.ph">framaralit@ppa.com.ph</a>
PPA HO Oplan Biyaheng Ayos - Operations Center	(02) 8711-2360	<a href="mailto:ppd_qrd@ppa.com.ph">ppd_qrd@ppa.com.ph</a>



The SMS reports of incidents should include the following information:

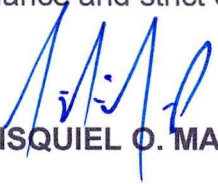
- Time of incident occurrence;
  - Location of incident occurrence;
  - Details of incident such as damages done, injuries, and setbacks to service operations, if any;
  - Cause of incident, if available; and
  - The response/action taken by PPA or other agencies.
- The Port Managers are directed to submit through e-mail ([ppd\\_qrd@ppa.com.ph](mailto:ppd_qrd@ppa.com.ph)), a daily consolidated written report on occurrence/non-occurrence of incident and passenger, vehicle, and ship traffic at each port under the PMOs jurisdiction. Reporting shall start on **22 October to 26 October 2023 for Normal Operations and 27 October to 05 November 2023 for OPLAN Biyaheng Ayos**. The daily report shall cover incidents and traffic from **0000H to 2359H** and shall be reported no later than **0700H** the following day. The Office of the AGM for Operations/Port Police Department shall consolidate the reports submitted by the PMOs and the daily consolidated soft copy report to be submitted to the General Manager ([ogm@ppa.com.ph](mailto:ogm@ppa.com.ph)) and the DOTr Secretary through the Assistant Secretary for Internal Audit and Special Concerns ([oiasc@dotr.gov.ph](mailto:oiasc@dotr.gov.ph)) not later than 0800H of the same day.
  - The Information and Communications Technology Department (ICTD) is directed to provide guidance, support and assistance to the PMOs and other Units in the accomplishment and transmission of the required reports.
  - Aside from the daily reports, Port Managers shall submit to the General Manager, thru the AGM for Operations, soft copies of the PMO's Post - Oplan: Biyaheng Ayos: Implementation of Heightened Alert Status During the Synchronized Barangay and Sangguniang Kabataan Elections and Undas 2023 report as detailed below – due on or before **06 November 2023**. The report shall be submitted/shared in PPA's OneDrive.

**Part 1 – Narrative Report:** This should contain all precautionary and remedial measures put in place to ensure the safety of the travelling public during the monitored travel period, including an assessment of the abovementioned measures' impact, the problems encountered, and the areas for improvement, as well as the new preparations made versus the previous OPLAN period. Include such other necessary and relevant information.

**Part 2 – Statistical Report:** This should contain vital statistics on passenger and vehicle traffic, number of inspections conducted, number of apprehensions, reported incidents, and such other relevant data covering the monitored travel period on the attached format template covering the period of **22 October to 26 October 2023 for Normal Operations and 27 October to 05 November 2023 for OPLAN Biyaheng Ayos**.

- PPA Operations Center (Port Police Department) shall consolidate the post-operations reports of the different PMOs/TMOs which shall then be submitted to the Office of the General Manager thru the AGM for Operations not later than **07 November 2023**.
- The consolidated post operation report shall be submitted to the Office of the Assistant Secretary for Internal Audit and Special Concerns to [oiasc@dotr.gov.ph](mailto:oiasc@dotr.gov.ph) not later than **08 November 2023**.

For guidance and strict compliance.



FRANCISQUIEL O. MANCILE