

# RESOURCE MANAGEMENT DIVISION

LIST OF FRONTLINE SERVICES	DURATION OF ACTIVITY	PERSON IN-CHARGE
Assistance on Public Service Matters	10 minutes	Public Assistance Desk Officer
Records Management		
Retrieval	15 minutes	Records Officer
Receipt of Communications	2 minutes	Records Officer
Reproduction of Documents	5 second/copy	Reproduction Machine Operator
Reply to written requests regarding financial and administrative matters		
Simple	1 day	} RMD Manager Admin. Svcs. Chief Fin. Svcs. Chief
Complex	3 days	
Certifications		
No Account	1 hour	Fin. Svcs. Chief
Employment	1 hour	Admin. Svcs. Chief
Service Record	2 hours	Admin. Svcs. Chief
Issuance of Official Receipt	10 minutes	Cashier
Issuance of Payment to Suppliers	2 days	Special Collecting Officer Cashier/Disbursing Officer
Issuance of Statement of Account	30 minutes	Collection Representative

## ENGINEERING SERVICES DIVISION A

LIST OF FRONTLINE SERVICES	DURATION OF ACTIVITY	PERSON IN-CHARGE
Assistance to port users/clienteles on engineering matters	1 hour	ESD Manager Principal Engineer A Supervising Engineer A Construction Foreman A
Records Management Retrieval	15 minutes	
Receipt of communication from the Records Officer (RO)	3 seconds/document	
Filing of Documents	5 seconds/document	
Reply to memoranda/correspondences regarding engineering matters		ESD Manager Principal Engineer A Supervising Engineer A
Simplex	1 day	
Complex	15 days	
Processing of Foreshore Lease Application (FLA), Miscellaneous Lease Application (MLA), Miscellaneous Sales Application (MSA)		ESD Manager Principal Engineer A
Coordination and site inspection	2 days	
Submission of inspection report to the PM	1 hour	
Preparation of Certification	15 minutes	
Issuance of Certification	5 minutes	

## ENGINEERING SERVICES DIVISION B

LIST OF FRONTLINE SERVICES	DURATION OF ACTIVITY	PERSON IN-CHARGE
Application for Clearance to Develop a Private Port		ESD Manager Principal Engineer A Supervising Engineer A
Coordination and site inspection	2 days	
Evaluation and submission of technical reports of findings in coordination with the BDMO and the PSD	3 days	
Application for permit to Construct Private Port		ESD Manager Principal Engineer A Supervising Engineer A
Evaluation, processing of application and submission of findings to the PM	3 days	
Application for Eligibility for Engineering Projects		BAC-EP Secretariat
Receipt of Letter of Intent by the BAC-EP	5 minutes	
Issuance of eligibilty documents and cheklist of requirements by the BAC-EP	10 minutes	
Issuance of Bid Documents and Submission of Bids of Engineering Projects		BAC-EP Secretariat
Issuance of bid documents and cheklist of requirements by the BAC-EP	10 minutes	

## PERMITS AND LICENSING SECTION

LIST OF FRONTLINE SERVICES	DURATION OF ACTIVITY	PERSON IN-CHARGE
1. Processing/Issuance of Permits (PTO) a) PTO - Ancillary Services (per vessel)	1 hour	BDMO/PSD
b) PTO - Ancillary Services (Annual) (With complete requirements)	1 day (This includes coordination with other concerned divisions, e.g. PSD/TMO)	BDMO
2. Permit to Occupy (PTOc) (with complete requirements)	1 day (This includes coordination with other concerned divisions, e.g. RMD/TMO/PSD)	BDMO
3. Initial Evaluation/checking of requirements for application of clearance to develop private ports (With complete requirements)	5 working days (This includes coordination with other concerned divisions, e.g. TMO/PSD/ESD)	BDMO

## PERMITS AND LICENSING SECTION

LIST OF FRONTLINE SERVICES	DURATION OF ACTIVITY	PERSON IN-CHARGE
4. Initial evaluation/checking of requirements for application of registration of private port facilities (With complete requirements)	5 working days (This includes coordination with other concerned divisions, e.g. TMO/PSD/ESD)	BDMO
5. Customer Service a) Queries regarding services, port facilities (particularly private ports), areas for lease and rental rates under the AOR of PMO San Fernando, LU/Sual	Upon request for info if through telephone call. At least 1 day for requests needing written replies.	BDMO
b) Follow-up/queries on the status/updates of applications for PTOs, PTOc, private port development and registration	Upon request for info if through telephone call. At least 1 day for requests needing written replies.	BDMO
c) Coordination/referral of concerns/queries/requests of clients to the PM/OIC or other concerned officers/employees	Upon request	BDMO/Acting EA

# PORT SERVICES DIVISION

## VESSEL CLEARANCE

### ABOUT THE SERVICE

All shipping agents/representatives whose vessels are scheduled to arrive/depart at the government ports under the jurisdiction of PMO San Fernando LU/Sual are required to secure Vessel Arrival/Departure Clearance. To facilitate the issuance and processing of said permits, our office located at Poro, San Fernan Fernando City is open twenty four seven to cater to needs of port users.

### WHO MAY AVAIL OF THE SERVICE

Shipping Lines, ship owners/operators, shipping agents or their authorized representatives

### REQUIREMENTS TO BE SUBMITTED:

#### BERTHING CLEARANCE

1. Notice of Arrival 24 hours (vessels with scheduled runs) and 36 hours (for tramping vessels) prior to ETA (PPA Form)
2. Application for Berth/Anchorage (PPA Form)
3. Three (3) copies of Inward/Coasting Cargo Manifest
4. Dangerous Cargo Manifest, if any
5. Passenger Manifest, if applicable
6. Vessel Information Sheet (for all vessels with maiden voyage)

#### DEPARTURE CLEARANCE

1. Dockage/Anchorage Report (PPA Form)
2. Three Copies of Outward Manifest
3. Bill of Lading
4. Oath of Master
5. International Tonnage Certificate (Maiden Voyage of Foreign vessel)
6. Certificate of Vessel Registry from MARINA (Maiden Voyage of Domestic vessel)

## SCHEDULE OF FEES

### A. FOREIGN TRADE

1. Port Dues =  $GRT \times \$0.081 \times \text{Peso Dollar Rate}$
2. Anchorage Fee =  $GRT \times \$ 0.02 \times \text{Peso Dollar Rate} \times \text{No. of Days}$
3. Berthing Fee =  $GRT \times \$0.039 \times \text{Peso Dollar Rate} \times \text{No. of Days}$
4. Export cargo = P18.35 / metric Ton plus 12% VAT
5. Import Cargo = P36.65 / Metric Ton plus 12% VAT
6. Gov't Share on Arrastre/Stevedoring =  $20\% \times \text{Tariff rate} + 12\% \text{ VAT}$
7. Gov't Share on Pilotage = 10% of Pilotage Rates/Tariff schedule

### B. DOMESTIC TRADE

1. Usage Fee =  $GRT \times \text{Php } 0.80 \times \text{No. of Days}$  (For vessel above 100GRT)  
Usage Fee =  $\text{Php } 82.00 \times \text{No. of Days}$  (For vessel below 100GRT)
2. Inbound/Outbound Cargo =  $\text{Php } 9.00 / \text{Metric Ton}$  plus 12% VAT
3. Gov't Share on Arrastre/Stevedoring =  $10\% \times \text{Tariff rate} + 12\% \text{ VAT}$
4. Gov't Share on Pilotage = 10% of Pilotage Rates/Tariff schedule + 12% VAT

**NOTE: 50% Port Charges at Duly Registered Private Port**

# PORT SERVICES DIVISION

## HOW TO AVAIL OF THE SERVICE

ACTIVITY	DURATION OF ACTIVITY	PERSON IN-CHARGE
<b>BERTHING CLEARANCE</b>		
1. PSD receives Notice of Arrival (NOA) and Application for berth/Anchorage (ABA)	2 minutes	TOO on duty
2. PSD reviews NOA and ABA, Then issues Docking Permit	10 minutes	TOO on duty/ Terminal Supervisor/ PSD Manager
<b>DEPARTURE CLEARANCE</b>		
1. PSD receives departure clearance documents	5 minutes	TOO on duty
2. PSD reviews clearance documents, if proper and complete, Assesses Port Charges	25 minutes	TOO on duty/ Terminal Supervisor/ PSD Manager
PSD checks A/R account If any: Endorses at RMD for settlement	10 minutes	TOO on duty/ Terminal Supervisor/ PSD Manager
3. Cashier/SCO receives payment and Issues Official Receipt	10 minutes	Cashier/Special Collection officer
4. PSD stamps PPA Clearance and grants Undocking Permit	10 minutes	TOO on duty/ Terminal Supervisor/ PSD Manager