

Port of Pulupandan is located in the municipality of Pulupandan, Negros Occidental. Port of Pulupandan is located in the municipality of Pulupandan, Negros Occidental. Port of Pulupandan is located in the municipality of Pulupandan, Negros Occidental. Port of Pulupandan is located in the municipality of Pulupandan, Negros Occidental. Port of Pulupandan is located in the municipality of Pulupandan, Negros Occidental. Port of Pulupandan is located in the.



PMO-Pulupandan
ENTRANCE OF VESSEL
Terminal Office

STEP	PROCEDURE	RESPONSE TIME	PERSON's IN-CHARGE	FORMS NEEDED
1	Vessel's Agent submits Notice of Arrival and Application for Berth/Anchorage 36 Hours before the Schedule arrival	5 mins	Terminal Opn Officer (TOO)	Notice of Arrival
2	Submission of the Yellow copy of the certification of Service Rendered/ Waste On board Form from PPA accredited service provider, e.g. Golden Dragon International	5 mins	Terminal Opn Officer (TOO)	Yellow copy of Certification
3	Vessel's agent or representative submits three (3) copies of Inward Coasting Manifest with "Port Clearance" stamped from the last port of call	5 mins	Terminal Opn Officer (TOO)	Inward Coasting Manifest
4	Filling up of the vessel information sheet by the vessel's agent or representative and submission of the same	5 mins	Terminal Opn Officer (TOO)	VIS
5	Submission of Bill of Lading by the vessel's agent or representative	3 mins	Terminal Opn Officer (TOO)	Bill of Lading
6	Stamping of "Entrance on the vessel	3 mins	Terminal Opn Officer (TOO)	Entrance Manifest

ENTRANCE OF VESSEL
Terminal Office

STEP	PROCEDURE	RESPONSE TIME	PERSON's IN- CHARGE	FORMS NEEDED
1	Filling up of Vessel Information Sheet (VIS) by the vessel's agent or representative and submission of the same	2 mins	Terminal Opn Officer (TOO)	VIS
2	2.1 Submission of three (3) copies of Outward Coasting Manifest For Bulk Cargoes: 2.2 Submission of required documents for Bulk Cargoes	5 mins	Terminal Opn Officer (TOO)	Outward Coasting Manifest
3	Computation of Port Charges	5 mins	Terminal Opn Officer (TOO)	Bill of Lading, SRA permit for sugar, permit for Dangerous Cargoes , cargo checking and surveying services certificate of service rendered or Official Receipt
4	Payment of the computed Port Charges	10 mins	Terminal Opn Officer (TOO)	
5	Stamping of Port Clearance on the outward manifest and vessel's roll book	10 mins	Terminal Opn Officer (TOO)	
		2 mins	Terminal Opn Officer (TOO)	Official Receipt of payment of port cargoes

PAYMENT PROCESS
PMO Office

STEP	PROCEDURE	RESPONSE TIME	PERSON'S IN-CHARGE	FORMS NEEDED
1	Submission of Purchase Order (includes other transaction for Non- PO and Non-JO for payment) at the Finance section	3 mins	Corp. Account Analyst	PO'S
2	Checking by the Finance personnel of the supporting documents			RIV, APQ, Delivery Receipts, Billing Statements and Warranty for Job Order
	a. For Non billing statement:	20 mins	Corp. Account Analyst	Abstract of Bids, Letter of Award/acceptance & Performance Bond
	b. Project billing statement: b1. Public Bidding	45 mins	Corp. Account Analyst	Authority to enter into negotiated contract, contract documents, performance bonds and contractor's accreditation, plans & specifications, program of works & detailed cost estimates, notice to commence work and certificate of acceptance and inspection report
	b2. Negotiated Contract	45 mins	Corp. Account Analyst	Contract documents, performance bonds and contractor's accreditation, plans &
	B3. Contract with Public Bidding			

		45 mins	Corp. Account Analyst PMO Cashier	specifications, program of works & detailed cost estimates, notice to commence work and certificate of acceptance and inspection report, advertisement/call for bids and Letter OF Award/acceptance of bid/proposal Bill of creditor and progress report of accomplishment All documents under b1, b2, b3, b4, Certificate of completion and final acceptance, certificate of final inspection and contractors affidavit re-payment of labors and materials
3	<p>B4. Succeeding payments</p> <p>B5. Final payment</p> <p>Matching of PO's and Los through the AFMS ORACLE System. DV will be recorded manually and preparation of Journal Entry Sheet using the computerized system</p> <p>Preparation of check and signing by the authorized signatories</p>	10 mins	Corp. Account Analyst	
4		10 min	PMO Cashier	

**Flowchart
ENTRANCE (DOMESTIC VESSEL)
Terminal Offices**

Start



Submission by the Shipper's agent of Notice of Arrival and Application for berth/anchorage 36 hours berth before the scheduled arrival

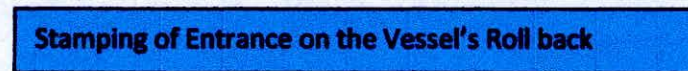
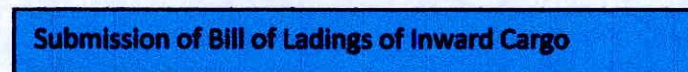
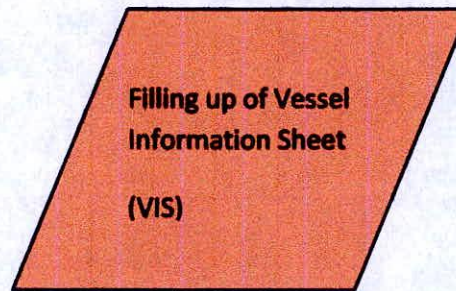


Secure Certificate of Service Rendered/Waste on Board Vessel Form from Golden Dragon and submit yellow copy to PA Office for entrance



Submission of 3 copies of inward coasting manifest with "Port Clearance" stamp from last port of call





End

The final step of the flowchart, represented by the word 'End' in red text with a red underline.

**Flowchart
CLEARANCE (Domestic Vessel)
Terminal Office**

Start

Filling up of Vessel Information
Sheet (VIS)

1. Submission of 3 outward coasting manifest with Master's Oath of safe departure duly signed by the coastguard
2. Submission of Bill of Ladings, SRA permit for sugar, Permit for Dangerous Cargoes, cargo checking and surveying services/certificate of service rendered or official receipt for bulk Cargoes and pilot Certificate for services rendered.

Computation of Port Charges

Payment of the Computed port charges to the cashier

Stamping of port clearance on outward manifest & vessel's Roll Book after payment.

End

PMO Office Payment Process

Presentation of Purchase Order (including other transaction for Non-PO & Non-Jo for payment)



Checking of supporting by the Finance Personnel of the supporting documents such as Request and Issue Voucher (RIV), Approved Price Quotation (APQ), Delivery Receipt, Billing Statement, and Warranty for Job Order



Pos and JOs will be matched through the AFMS ORACLE Computerized System. This will also involved preparation of Budget Utilization, Disbursement Voucher (DV) including deductions such as withholding taxes and input vat.

DV will be recorded manually.

Journal entry sheet will also be prepared using the computerized system