



OP-GETAFE

TP-TALIBON

TP-UBAY

OP-TAPAL

OP-CLARIN

TP-TUBIGON

CITIZEN 'S CHARTER

OP-CATAGBACAN

***PORT MANAGEMENT OFFICE OF
TAGBILARAN***

BP-TAGBILARAN

TP-JAGNA

PP-PMSC

OP-ALBURQUERQUE





PORT MANAGEMENT OFFICE – TAGBILARAN

BASEPORT (BP- TAGBILARAN)

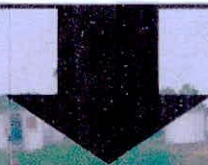
STEP-BY-STEP PROCEDURES



ENTRANCE OF VESSELS PRIOR TO ARRIVAL

STEP 1

PRIOR TO VESSEL ARRIVAL, SHIPPING REPRESENTATIVE
ACCOMPLISHES AND SUBMITS TO PPA BERTHING
APPLICATION



STEP 2

PPA-HOO APPROVES BERTHING APPLICATION AND
GENERATES SHIP CALL NUMBER (SCN); IF BERTHING
APPLICATION IS DISAPPROVED, DIRECTS SHIPPING LINE TO
COMPLY WITH REQUIREMENTS



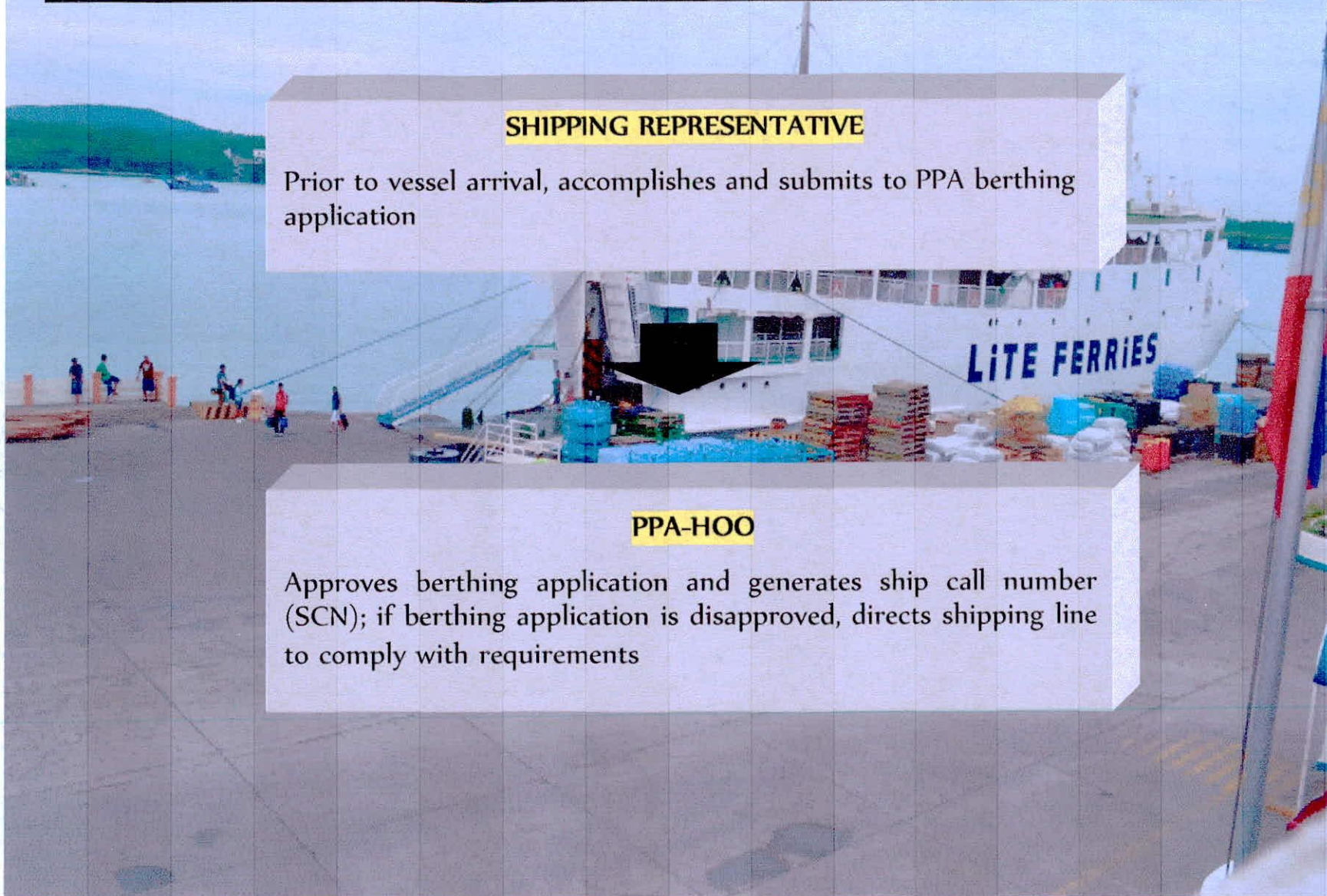
ENTRANCE OF VESSELS PRIOR TO ARRIVAL

SHIPPING REPRESENTATIVE

Prior to vessel arrival, accomplishes and submits to PPA berthing application

PPA-HOO

Approves berthing application and generates ship call number (SCN); if berthing application is disapproved, directs shipping line to comply with requirements



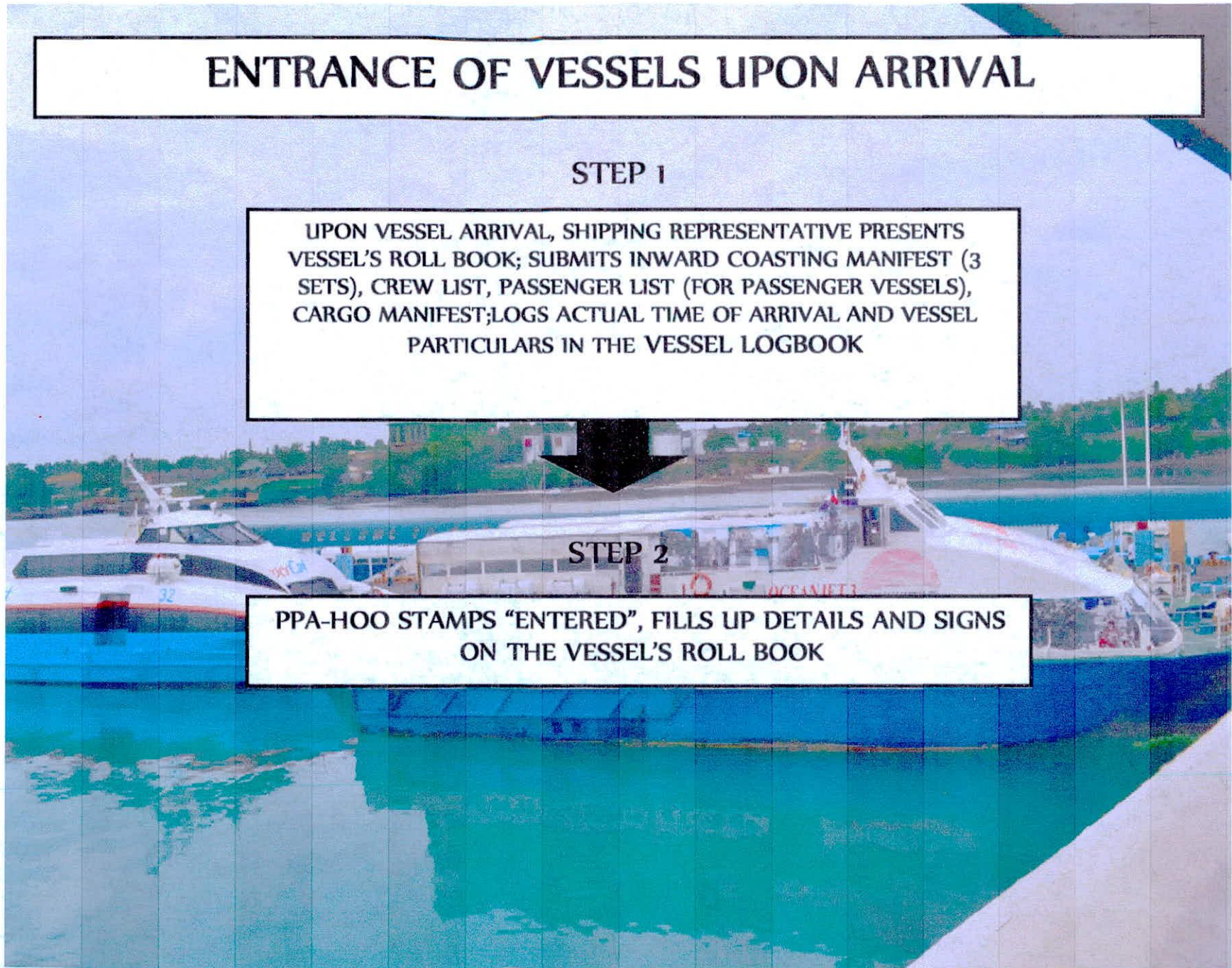
ENTRANCE OF VESSELS UPON ARRIVAL

STEP 1

UPON VESSEL ARRIVAL, SHIPPING REPRESENTATIVE PRESENTS VESSEL'S ROLL BOOK; SUBMITS INWARD COASTING MANIFEST (3 SETS), CREW LIST, PASSENGER LIST (FOR PASSENGER VESSELS), CARGO MANIFEST; LOGS ACTUAL TIME OF ARRIVAL AND VESSEL PARTICULARS IN THE VESSEL LOGBOOK

STEP 2

PPA-HOO STAMPS "ENTERED", FILLS UP DETAILS AND SIGNS ON THE VESSEL'S ROLL BOOK



ENTRANCE OF VESSELS UPON ARRIVAL

The background image shows a port scene. On the right, a white ship with the name 'RIES' is docked. The foreground and middle ground are filled with stacks of colorful cargo containers in shades of blue, red, and white. Several people are visible on the pier to the left. The sky is clear and blue.

SHIPPING REPRESENTATIVE

Upon vessel arrival, presents vessel's roll book; submits inward coasting manifest (3 sets), crew list, passenger list (for passenger vessels), cargo manifest; logs actual time of arrival and vessel particulars in the vessel logbook

PPA-HOO

Stamps "entered", fills up details and signs on the vessel's roll book

CLEARANCE OF VESSELS

STEP 1

PRIOR TO VESSEL DEPARTURE, SHIPPING REPRESENTATIVE SUBMITS OUTWARD COASTING MANIFEST (3 SETS), CREW LIST, PASSENGER MANIFEST (FOR PASSENGER VESSELS), CARGO MANIFEST AND MASTER'S OATH OF SAFE DEPARTURE DULY SIGNED BY PCG; BILLS OF LADING, IF REQUIRED; ACCOMPLISHES DOCKAGE REPORT (DR)

STEP 2

PPA-HOO VERIFIES/CHECKS DATA ON DOCKAGE REPORT; FORWARDS DOCKAGE REPORT TO TOO ON DUTY

STEP 3

PPA-TOO ON DUTY PREPARES AND GENERATES COMPUTATION SHEET (CS) BASED ON DOCKAGE REPORT; FORWARDS DOCUMENTS TO PPA COLLECTION REPRESENTATIVE

STEP 4

PPA COLLECTION REPRESENTATIVE CHECKS/VERIFIES COMPUTATION SHEET; GENERATES OFFICIAL RECEIPT AND COLLECTS PAYMENT OF VESSEL CHARGES FROM SHIPPING REPRESENTATIVE

STEP 5

SHIPPING REPRESENTATIVE PRESENTS PPA OFFICIAL RECEIPT AND VESSEL'S ROLL BOOK TO PPA-HOO

STEP 6

PPA-HOO VERIFIES PAYMENT; VALIDATES AND STAMPS CLEARANCE ON OUTWARD COASTING MANIFEST AND VESSEL'S ROLL BOOK; FILLS UP DETAILS AND SIGNS ON THE VESSEL'S ROLL BOOK

CLEARANCE OF VESSELS

PRIOR TO VESSEL DEPARTURE, SHIPPING REPRESENTATIVE SUBMITS OUTWARD COASTING MANIFEST (3 SETS), CREW LIST, PASSENGER MANIFEST (FOR PASSENGER VESSELS), CARGO MANIFEST AND MASTER'S OATH OF SAFE DEPARTURE DULY SIGNED BY PCG; BILLS OF LADING, IF REQUIRED; ACCOMPLISHES DOCKAGE REPORT (DR)

PPA-HOO VERIFIES/CHECKS DATA ON DOCKAGE REPORT; FORWARDS DOCKAGE REPORT TO TOO ON DUTY

PPA-TOO ON DUTY PREPARES AND GENERATES COMPUTATION SHEET (CS) BASED ON DOCKAGE REPORT; FORWARDS DOCUMENTS TO PPA COLLECTION REPRESENTATIVE

PPA COLLECTION REPRESENTATIVE CHECKS/VERIFIES COMPUTATION SHEET; GENERATES OFFICIAL RECEIPT AND COLLECTS PAYMENT OF VESSEL CHARGES FROM SHIPPING REPRESENTATIVE

SHIPPING REPRESENTATIVE PRESENTS PPA OFFICIAL RECEIPT AND VESSEL'S ROLL BOOK TO PPA-HOO

PPA-HOO VERIFIES PAYMENT; VALIDATES AND STAMPS CLEARANCE ON OUTWARD COASTING MANIFEST AND VESSEL'S ROLL BOOK; FILLS UP DETAILS AND SIGNS ON THE VESSEL'S ROLL BOOK

WITHDRAWAL OF CARGOES

STEP 1

AFTER PAYMENT OF ARRASTRE CHARGES, SHIPPER/CONSIGNEE PROCEEDS TO DATA ENCODER AT WINDOW 1; PRESENTS BILL OF LADING (BL), CARGO DELIVERY RECEIPT (CDR) AND CASH ARRASTRE RECEIPT (CAR)

STEP 2

DATA ENCODER ENCODES DETAILS IN THE POMS, BASED ON BILL OF LADING; FORWARDS DOCUMENTS TO WINDOW 2

STEP 3

PPA-TOO ON DUTY CHECKS/REVIEWS BL, CDR AND CAR; GENERATES COMPUTATION SHEET (CS); FORWARDS DOCUMENTS TO PPA COLLECTION REPRESENTATIVE AT WINDOW 3

STEP 4

PPA COLLECTION REPRESENTATIVE CHECKS/REVIEWS COMPUTATION SHEET, BL, CDR AND CAR FOR ACCURACY OF COMPUTATION; GENERATES OFFICIAL RECEIPT; COLLECTS PAYMENT FROM SHIPPER/CONSIGNEE; STAMPS "AUTHORITY TO DELIVER" ON YELLOW COPY OF CARGO DELIVERY RECEIPT

STEP 5

SHIPPER/CONSIGNEE PROCEEDS TO GATE FOR RELEASE OF CARGO

WITHDRAWAL OF CARGOES

After payment of arrastre charges, shipper/consignee proceeds to data encoder at Window 1; presents the bills of lading (BL), cargo delivery receipt (CDR) and cash arrastre receipt (CAR)

SHIPPER/CONSIGNEE

Proceeds to gate for release of cargo

DATA ENCODER

Encodes details in the POMS, based on bill of lading; forwards documents to Window 2

PPA-TOO ON DUTY

Checks/reviews BL, CDR and CAR; generates computation sheet (CS); forwards documents to PPA Collection Representative at Window 3

PPA COLLECTION REPRESENTATIVE

Checks/reviews computation sheet, BL, CDR and CAR for accuracy of computation; generates official receipt; collects payment from shipper/consignee; stamps "AUTHORITY TO DELIVER" on yellow copy of cargo delivery receipt

LOADING OF CARGOES

STEP 1

AFTER PAYMENT OF ARRASTRE CHARGES, SHIPPER/CONSIGNEE PROCEEDS TO DATA ENCODER AT WINDOW 1; PRESENTS BILL OF LADING (BL) AND CASH ARRASTRE RECEIPT (CAR)

STEP 2

DATA ENCODER RECEIVES BL AND CAR FROM SHIPPER/CONSIGNEE; ENCODES DATA OF BL IN THE POMS; FORWARDS DOCUMENTS TO PPA- TOO AT WINDOW 2

STEP 3

PPA-TOO GENERATES AND PRINTS CARGO COMPUTATION SHEET (CS), BASED ON THE BL; STAMPS "AUTHORITY TO LOAD" ON THE BL; FORWARDS DOCUMENTS TO PPA COLLECTION REPRESENTATIVE AT WINDOW 3

STEP 4

PPA COLLECTION REPRESENTATIVE CHECKS/REVIEWS COMPUTATION SHEET, BL, AND CAR FOR ACCURACY OF COMPUTATION; GENERATES OFFICIAL RECEIPT; COLLECTS PAYMENT FROM SHIPPER/CONSIGNEE; STAMPS "PAID" ON THE BILL OF LADING

STEP 5

SHIPPER/CONSIGNEE PROCEEDS TO ARRASTRE CHECKER FOR LOADING OF CARGO; RETAINS COPY OF BILL OF LADING

STEP 6

VESSEL CHECKER ACCEPTS CARGO

LOADING OF CARGOES

After payment of arrastre charges, shipper/consignee proceeds to data encoder at Window 1; presents bill of lading (BL) and cash arrastre receipt (CAR)



DATA ENCODER

Receives BL and CAR from shipper/consignee; encodes data of BL in the POMS; forwards documents to PPA- TOO at Window 2



PPA-TOO

Generates and prints cargo computation sheet (CS), based on the BL; stamps "AUTHORITY TO LOAD" on the BL; forwards documents to PPA collection representative at Window 3



VESSEL CHECKER

Accepts cargo



SHIPPER/CONSIGNEE

Proceeds to arrastre checker for loading of cargo; retains copy of bill of lading



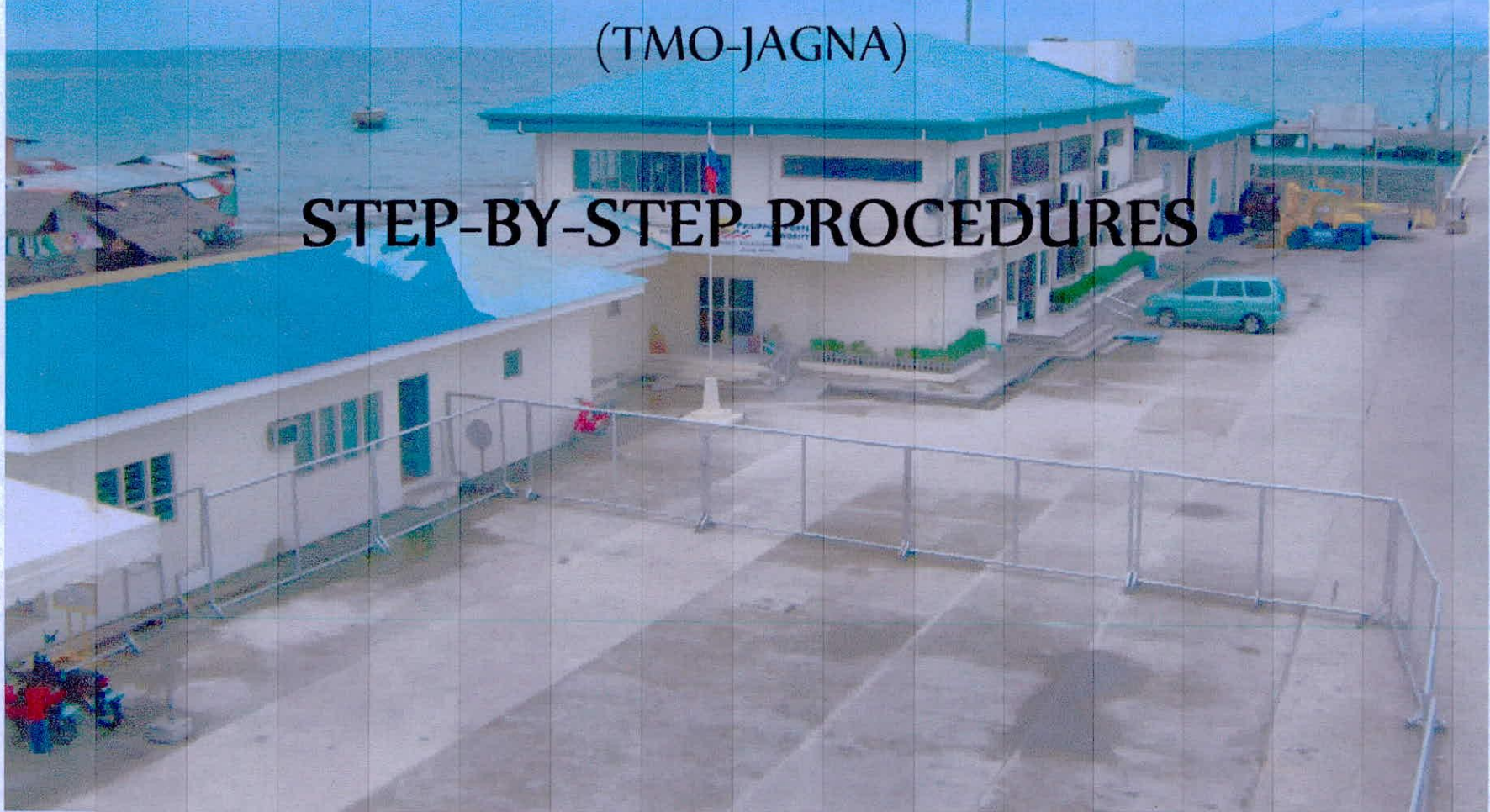
PPA COLLECTION REPRESENTATIVE

Checks/reviews computation sheet, BL, and CAR for accuracy of computation; generates official receipt; collects payment from shipper/consignee; stamps "PAID" on the bill of lading



TERMINAL MANAGEMENT OFFICE - JAGNA (TMO-JAGNA)

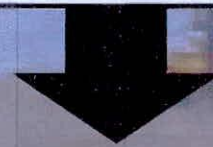
STEP-BY-STEP PROCEDURES



ENTRANCE OF VESSELS

STEP 1

SHIPPING REPRESENTATIVE ACCOMPLISHES DETAILS ON THE VESSELS LOGBOOK; SUBMITS COASTING MANIFESTS (OCM AT LAST PORT OF CALL & ICM) , CARGO MANIFEST, PASSENGERS MANIFEST; MASTER'S OATH OF SAFE DEPARTURE AT LAST PORT OF CALL AND CREW LIST; PRESENTS VESSEL'S ROLL BOOK TO PPA-TOO



STEP 2

PPA-TOO CHECKS/REVIEWS DOCUMENTS; STAMPS "ENTERED"; FILLS UP DETAILS AND SIGNS ON THE VESSEL'S ROLL BOOK

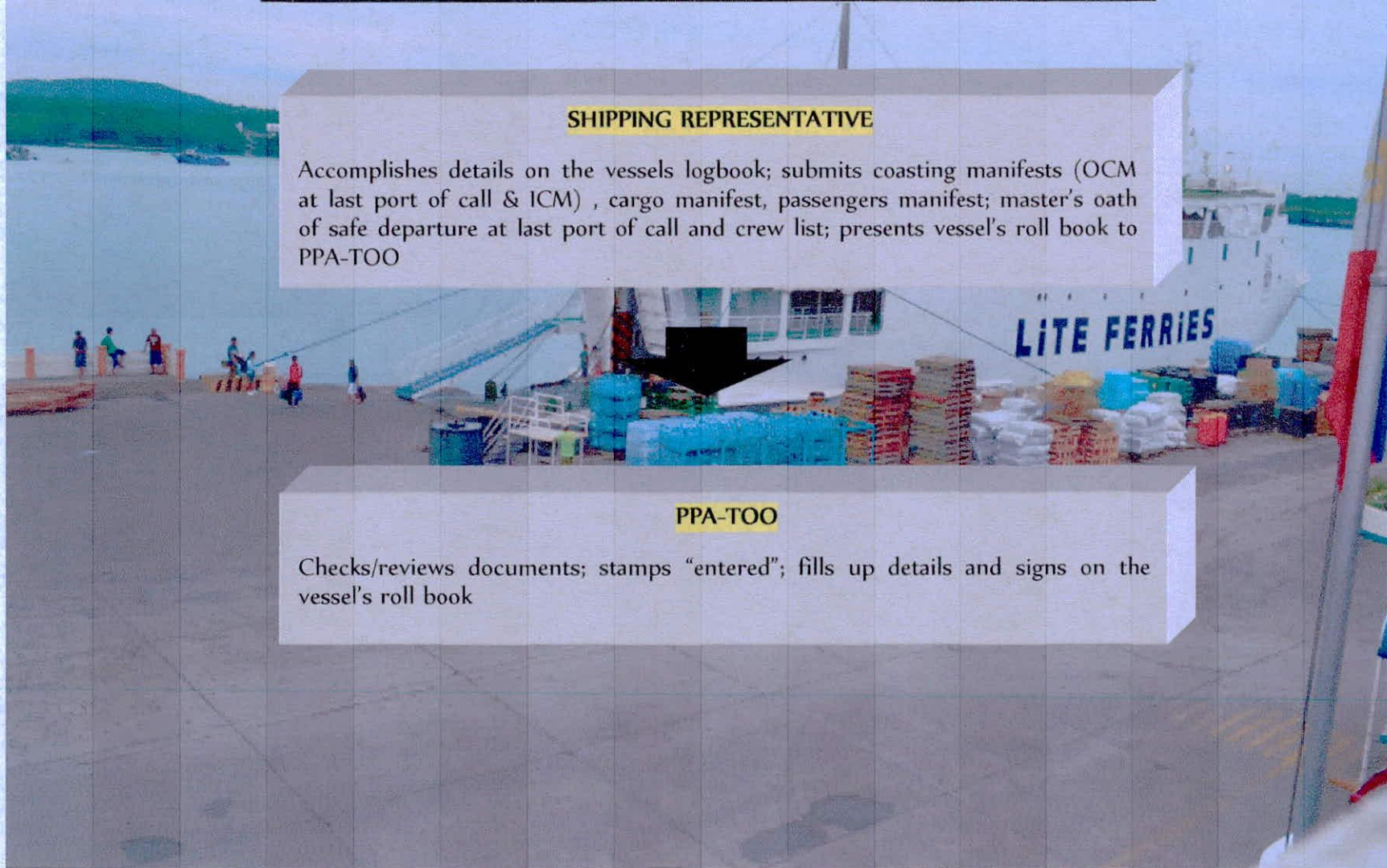
ENTRANCE OF VESSELS

SHIPPING REPRESENTATIVE

Accomplishes details on the vessels logbook; submits coasting manifests (OCM at last port of call & ICM) , cargo manifest, passengers manifest; master's oath of safe departure at last port of call and crew list; presents vessel's roll book to PPA-TOO

PPA-TOO

Checks/reviews documents; stamps "entered"; fills up details and signs on the vessel's roll book



CLEARANCE OF VESSELS

STEP 1

PRIOR TO VESSEL DEPARTURE, SHIPPING REPRESENTATIVE SUBMITS OUTWARD COASTING MANIFEST (3 SETS), CREW LIST, PASSENGER MANIFEST (FOR PASSENGER VESSELS), CARGO MANIFEST AND MASTER'S OATH OF SAFE DEPARTURE DULY SIGNED BY PCG; ACCOMPLISHES DOCKAGE REPORT; PRESENTS ROLL BOOK TO PPA-TOO

STEP 2

PPA-TOO CHECKS/REVIEWS DOCUMENTS; ASSESSES/COMPUTES USAGE FEES; STEVEDORING SHARE, IF THERE ARE CARGOES, AND MOORING/UNMOORING FEES

STEP 3

PPA COLLECTION REPRESENTATIVE CHECKS/REVIEWS COMPUTATION IF ACCURATE; ISSUES OFFICIAL RECEIPT AND COLLECTS PAYMENT FROM SHIPPING REPRESENTATIVE

STEP 4

PPA-TOO STAMPS "CLEARED"; FILLS UP DATE AND TIME OF DEPARTURE OF VESSEL; SIGNS ON THE VESSEL'S ROLL BOOK AND MASTER'S OATH OF SAFE DEPARTURE

CLEARANCE OF VESSELS

PRIOR TO VESSEL DEPARTURE, SHIPPING REPRESENTATIVE SUBMITS OUTWARD COASTING MANIFEST (3 SETS), CREW LIST, PASSENGER MANIFEST (FOR PASSENGER VESSELS), CARGO MANIFEST AND MASTER'S OATH OF SAFE DEPARTURE DULY SIGNED BY PCG; ACCOMPLISHES DOCKAGE REPORT; PRESENTS ROLL BOOK TO PPA-TOO

PPA-TOO CHECKS/REVIEWS DOCUMENTS; ASSESSES/COMPUTES USAGE FEES; STEVEDORING SHARE, IF THERE ARE CARGOES, AND MOORING/UNMOORING FEES

PPA COLLECTION REPRESENTATIVE CHECKS/REVIEWS COMPUTATION IF ACCURATE; ISSUES OFFICIAL RECEIPT AND COLLECTS PAYMENT FROM SHIPPING REPRESENTATIVE

PPA-TOO STAMPS "CLEARED"; FILLS UP DATE AND TIME OF DEPARTURE OF VESSEL; SIGNS ON THE VESSEL'S ROLL BOOK AND MASTER'S OATH OF SAFE DEPARTURE

WITHDRAWAL OF CARGOES

STEP 1

UPON ENTRY AT THE PORT, SHIPPER/CONSIGNEE PROCEEDS TO CHO CASHIER; PAYS CHARGES UPON ISSUANCE OF CASH ARRASTRE RECEIPT (CAR) AND DELIVERY RECEIPT; BRINGS BILL OF LADING (BL), DELIVERY RECEIPT (DR) AND CAR TO PPA-TOO

STEP 2

PPA-TOO CHECKS/REVIEWS DOCUMENTS; ASSESSES/COMPUTES WHARFAGE DUES, ARRASTRE SHARE, STORAGE CHARGES, IF THERE ARE CARGOES

STEP 3

PPA COLLECTION REPRESENTATIVE CHECKS/REVIEWS COMPUTATION; ISSUES OFFICIAL RECEIPT; COLLECTS PAYMENT FROM SHIPPER/CONSIGNEE

STEP 4


PPA-TOO STAMPS "RELEASED" ON DELIVERY RECEIPT

STEP 5

SECURITY GUARD AT EXIT GATE CHECKS/REVIEWS DOCUMENTS IF IN ORDER; GRANTS EXIT TO SHIPPER/CONSIGNEE

WITHDRAWAL OF CARGOES

Upon entry at the port, shipper/consignee proceeds to CHO cashier; pays charges upon issuance of cash arrastre receipt (CAR) and delivery receipt; brings bill of lading (BL), delivery receipt (DR) and CAR to PPA-TOO




PPA-TOO

Checks/reviews documents; assesses/computes wharfage dues, arrastre share, storage charges, if there are cargoes

SECURITY GUARD AT EXIT GATE

Checks/reviews documents if in order; grants exit to shipper/consignee




PPA-TOO

Stamps "RELEASED" on delivery receipt



PPA COLLECTION REPRESENTATIVE

Checks/reviews computation; issues official receipt; collects payment from shipper/consignee



LOADING OF CARGOES (BREAKBULK)

STEP 1

UPON ENTRY AT THE PORT, SHIPPER PROCEEDS TO CHO CASHIER; PAYS ARRASTRE CHARGES UPON ISSUANCE OF CASH ARRASTRE RECEIPTS: PROCEEDS TO PPA-TOO

STEP 2

PPA-TOO INSPECTS BILL OF LADING (BL) AND CASH ARRASTRE RECEIPT (CAR); ASSESSES/COMPUTES WHARFAGE DUES AND ARRASTRE SHARE

STEP 3

PPA COLLECTION REPRESENTATIVE CHECKS/REVIEWS COMPUTATION; ISSUES OFFICIAL RECEIPT; COLLECTS PAYMENT FROM SHIPPER/CONSIGNEE

STEP 4

SHIPPER/CONSIGNEE PROCEEDS AND PRESENTS BL AND OR TO CHO OPERATIONS PERSONNEL FOR LOADING OF CARGO

LOADING OF CARGOES (BREAKBULK)

Upon entry at the port, shipper proceeds to CHO cashier; pays arrastre charges upon issuance of cash arrastre receipts; proceeds to PPA-TOO



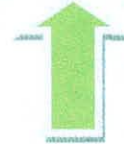
PPA-TOO

Inspects bill of lading (BL) and cash arrastre receipt (CAR); assesses/computes wharfage dues and arrastre share



SHIPPER/CONSIGNEE

Proceeds and presents BL and OR to CHO operations personnel for loading of cargo



PPA COLLECTION REPRESENTATIVE

Checks/reviews computation; issues official receipt; collects payment from shipper/consignee

LOADING OF CARGOES (RRTS)

STEP 1

SHIPPER PAYS SHIPPING CHARGES AND GETS COPY OF BILL OF LADING; PROCEEDS TO PPA-TOO

STEP 2

PPA-TOO INSPECTS BILL OF LADING (BL), PHOTOCOPIES OF OR AND CR, DRIVER'S LICENSE AND REQUIRES PRESENTATION OF ORIGINAL COPIES OF OR AND CR

STEP 3

PPA COLLECTION REPRESENTATIVE ISSUES RRTF TICKET; COLLECTS PAYMENT FROM SHIPPER/CONSIGNEE

STEP 4

PPA-TOO STAMPS "RRTS PAID" AND "FOR LOADING" ON THE BILL OF LADING; ATTACHES RRTF TICKETS ISSUED

STEP 5

IF VESSEL IS READY FOR LOADING, SHIPPER/CONSIGNEE PRESENTS DOCUMENTS TO ARRASTRE CHECKER

STEP 6

SHIPPER/CONSIGNEE LOADS VEHICLE TO VESSEL

LOADING OF CARGOES (RRTS)

SHIPPER

Pays shipping charges and gets copy of bill of lading; proceeds to PPA-TOO



PPA-TOO

Inspects bill of lading (BL), photocopies of OR and CR, driver's license and requires presentation of original copies of OR and CR



PPA COLLECTION REPRESENTATIVE

Issues RRTF ticket; collects payment from shipper/consignee



SHIPPER/CONSIGNEE

Loads vehicle to vessel



If vessel is ready for loading, shipper/consignee presents documents to arrastre checker



PPA-TOO

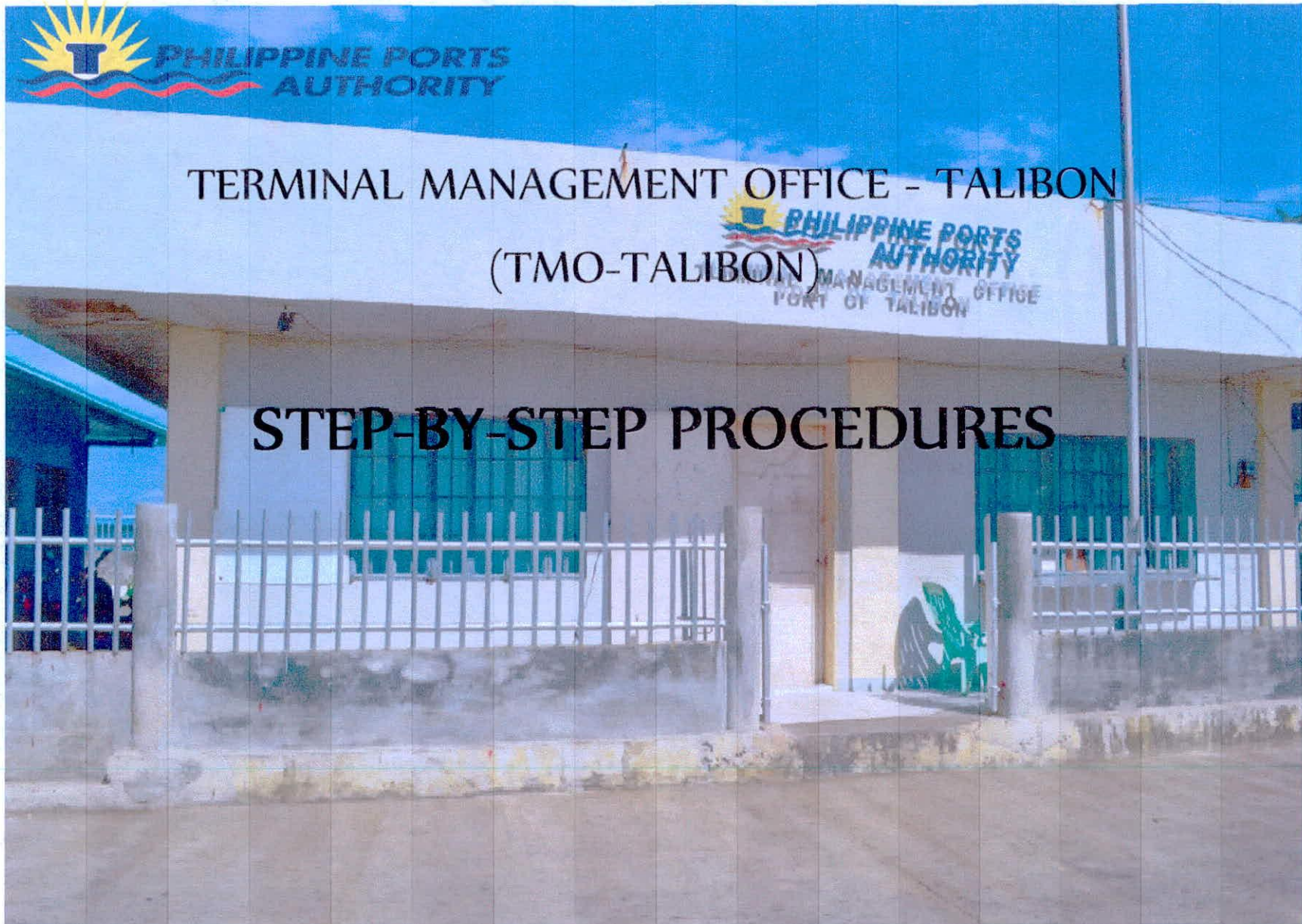
Stamps "RRTS PAID" and "for loading" on the bill of lading; attaches RRTF tickets issued



TERMINAL MANAGEMENT OFFICE - TALIBON (TMO-TALIBON)



STEP-BY-STEP PROCEDURES



ENTRANCE OF VESSELS

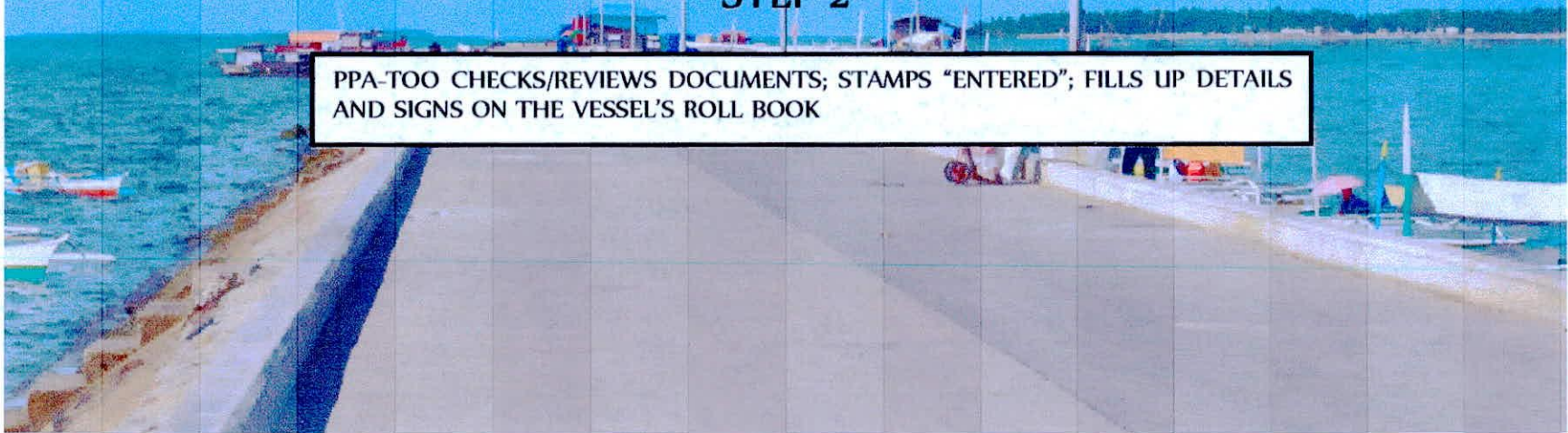
STEP 1

SHIPPING REPRESENTATIVE ACCOMPLISHES DETAILS ON THE VESSELS LOGBOOK; SUBMITS COASTING MANIFESTS (OCM AT LAST PORT OF CALL & ICM) , CARGO MANIFEST, PASSENGERS MANIFEST; MASTER'S OATH OF SAFE DEPARTURE AT LAST PORT OF CALL AND CREW LIST; PRESENTS VESSEL'S ROLL BOOK TO PPA-TOO

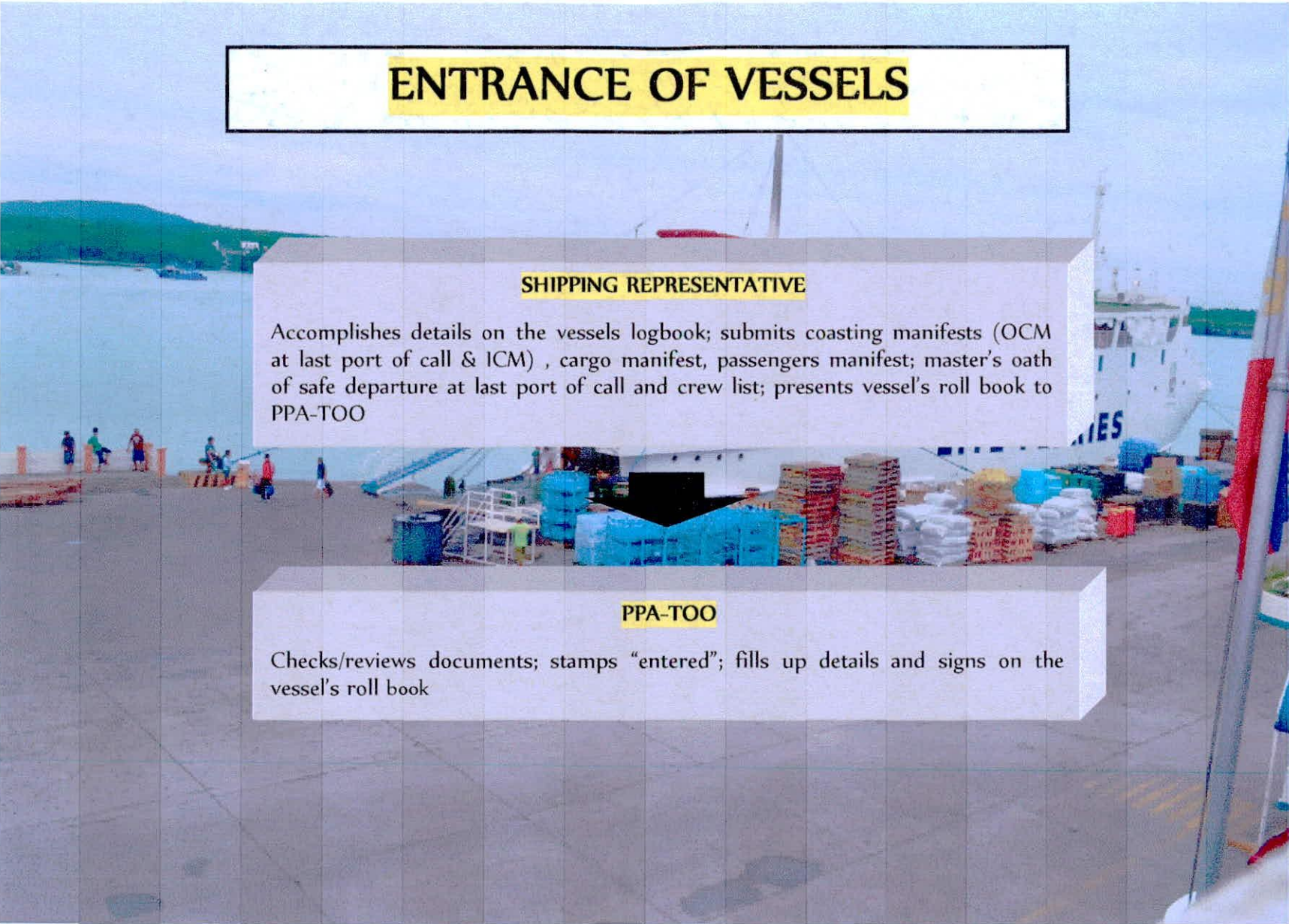


STEP 2

PPA-TOO CHECKS/REVIEWS DOCUMENTS; STAMPS "ENTERED"; FILLS UP DETAILS AND SIGNS ON THE VESSEL'S ROLL BOOK



ENTRANCE OF VESSELS

The background image shows a port scene. On the right, a white ship is docked with its name 'IES' partially visible. The pier is filled with stacks of colorful cargo containers in blue, red, and white. Several people are walking on the pier. In the distance, a green hill is visible under a clear sky.

SHIPPING REPRESENTATIVE

Accomplishes details on the vessels logbook; submits coasting manifests (OCM at last port of call & ICM) , cargo manifest, passengers manifest; master's oath of safe departure at last port of call and crew list; presents vessel's roll book to PPA-TOO

PPA-TOO

Checks/reviews documents; stamps "entered"; fills up details and signs on the vessel's roll book

CLEARANCE OF VESSELS

STEP 1

PRIOR TO VESSEL DEPARTURE, SHIPPING REPRESENTATIVE SUBMITS OUTWARD COASTING MANIFEST (3 SETS), CREW LIST, PASSENGER MANIFEST (FOR PASSENGER VESSELS), CARGO MANIFEST AND MASTER'S OATH OF SAFE DEPARTURE DULY SIGNED BY PCG; ACCOMPLISHES DOCKAGE REPORT; PRESENTS ROLL BOOK TO PPA-TOO

STEP 2

PPA-TOO CHECKS/REVIEWS DOCUMENTS; ASSESSES/COMPUTES USAGE FEES; STEVEDORING SHARE, IF THERE ARE CARGOES, AND MOORING/UNMOORING FEES

STEP 3

PPA COLLECTION REPRESENTATIVE CHECKS/REVIEWS COMPUTATION IF ACCURATE; ISSUES OFFICIAL RECEIPT AND COLLECTS PAYMENT FROM SHIPPING REPRESENTATIVE

STEP 4

PPA-TOO STAMPS "CLEARED"; FILLS UP DATE AND TIME OF DEPARTURE OF VESSEL; SIGNS ON THE VESSEL'S ROLL BOOK AND MASTER'S OATH OF SAFE DEPARTURE

CLEARANCE OF VESSELS

PRIOR TO VESSEL DEPARTURE, SHIPPING REPRESENTATIVE SUBMITS OUTWARD COASTING MANIFEST (3 SETS), CREW LIST, PASSENGER MANIFEST (FOR PASSENGER VESSELS), CARGO MANIFEST AND MASTER'S OATH OF SAFE DEPARTURE DULY SIGNED BY PCG; ACCOMPLISHES DOCKAGE REPORT; PRESENTS ROLL BOOK TO PPA-TOO

PPA-TOO CHECKS/REVIEWS DOCUMENTS; ASSESSES/COMPUTES USAGE FEES; STEVEDORING SHARE, IF THERE ARE CARGOES, AND MOORING/UNMOORING FEES

PPA COLLECTION REPRESENTATIVE CHECKS/REVIEWS COMPUTATION IF ACCURATE; ISSUES OFFICIAL RECEIPT AND COLLECTS PAYMENT FROM SHIPPING REPRESENTATIVE

PPA-TOO STAMPS "CLEARED"; FILLS UP DATE AND TIME OF DEPARTURE OF VESSEL; SIGNS ON THE VESSEL'S ROLL BOOK AND MASTER'S OATH OF SAFE DEPARTURE

WITHDRAWAL OF CARGOES

STEP 1

UPON ENTRY AT THE PORT. SHIPPER/CONSIGNEE PROCEEDS TO CHO CHECKER

STEP 2

CHO CHECKER INSPECTS BILL OF LADING (BL); IDENTIFIES & INSPECTS CARGO TO BE WITHDRAWN

STEP 3

SHIPPER/CONSIGNEE PAYS ARRASTRE CHARGES UPON ISSUANCE OF CASH ARRASTRE RECEIPTS BY CHO CASHIER; PROCEEDS TO PPA-TOO

STEP 4

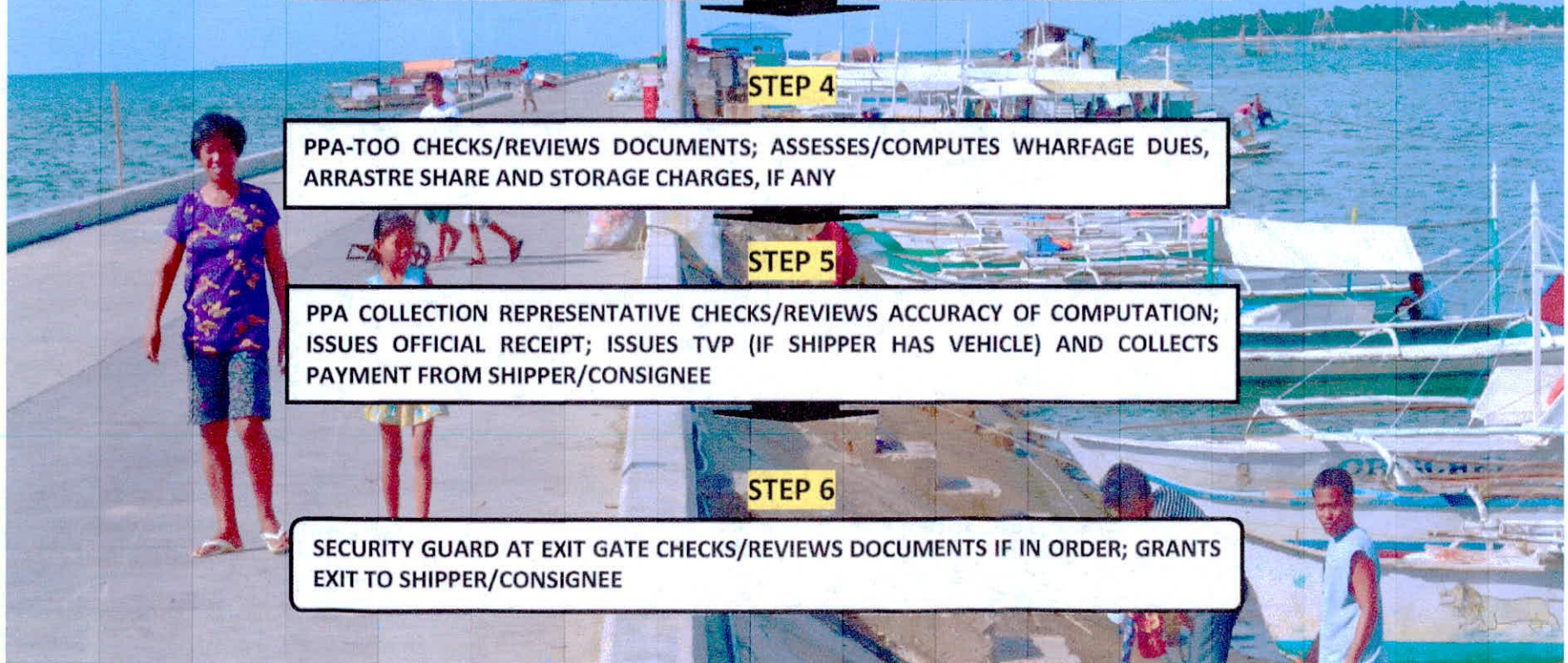
PPA-TOO CHECKS/REVIEWS DOCUMENTS; ASSESSES/COMPUTES WHARFAGE DUES, ARRASTRE SHARE AND STORAGE CHARGES, IF ANY

STEP 5

PPA COLLECTION REPRESENTATIVE CHECKS/REVIEWS ACCURACY OF COMPUTATION; ISSUES OFFICIAL RECEIPT; ISSUES TVP (IF SHIPPER HAS VEHICLE) AND COLLECTS PAYMENT FROM SHIPPER/CONSIGNEE

STEP 6

SECURITY GUARD AT EXIT GATE CHECKS/REVIEWS DOCUMENTS IF IN ORDER; GRANTS EXIT TO SHIPPER/CONSIGNEE



LOADING OF CARGOES

Upon entry at the port, shipper proceeds to CHO cashier; pays arrastre charges upon issuance of cash arrastre receipts; proceeds to PPA-TOO



PPA-TOO

Inspects bill of lading (BL) and cash arrastre receipt (car); assesses/computes wharfage dues and arrastre share



PPA COLLECTION REPRESENTATIVE

Checks/reviews computation; issues official receipt; issues TVP (if shipper has vehicle) and collects payment from shipper/consignee



DOCKWORKERS

Loads cargo to the vessel



CHO

Checks cargo prior to loading on the vessel



SHIPPER/CONSIGNEE

Proceeds to CHO checker for loading of cargo



STEP-BY-STEP PROCEDURES

ENTRANCE OF VESSELS

STEP 1

SHIPPING REPRESENTATIVE ACCOMPLISHES DETAILS ON THE VESSELS LOGBOOK; SUBMITS COASTING MANIFESTS (OCM AT LAST PORT OF CALL & ICM), CARGO MANIFEST, PASSENGERS MANIFEST; MASTER'S OATH OF SAFE DEPARTURE AT LAST PORT OF CALL AND CREW LIST; PRESENTS VESSEL'S ROLL BOOK TO PPA-TOO



STEP 2

PPA-TOO CHECKS/REVIEWS DOCUMENTS; STAMPS "ENTERED"; FILLS UP DETAILS AND SIGNS ON THE VESSEL'S ROLL BOOK

ENTRANCE OF VESSELS

The background image shows a port scene. A large white ship is docked at a pier. The pier is covered with various cargo items, including stacks of colorful boxes (red, yellow, blue) and white sacks. Several people are visible on the pier, some standing and others walking. In the background, there is a body of water and a green hill under a clear sky.

SHIPPING REPRESENTATIVE

Accomplishes details on the vessels logbook; submits coasting manifests (OCM at last port of call & ICM), cargo manifest, passengers manifest; master's oath of safe departure at last port of call and crew list; presents vessel's roll book to PPA-TOO

PPA-TOO

Checks/reviews documents; stamps "entered"; fills up details and signs on the vessel's roll book

CLEARANCE OF VESSELS

STEP 1

PRIOR TO VESSEL DEPARTURE, SHIPPING REPRESENTATIVE SUBMITS OUTWARD COASTING MANIFEST (3 SETS), CREW LIST, PASSENGER MANIFEST (FOR PASSENGER VESSELS), CARGO MANIFEST AND MASTER'S OATH OF SAFE DEPARTURE DULY SIGNED BY PCG; PRESENTS ROLL BOOK TO PPA-TOO; ACCOMPLISHES DOCKAGE REPORT AND PORT CHARGES COMPUTATION SHEET (PCCS)

STEP 2

PPA-TOO CHECKS/REVIEWS DOCUMENTS; ASSESSES/COMPUTES USAGE FEES; STEVEDORING SHARE, IF THERE ARE CARGOES, AND MOORING/UNMOORING FEES

STEP 3

PPA COLLECTION REPRESENTATIVE CHECKS/REVIEWS COMPUTATION IF ACCURATE; ISSUES OFFICIAL RECEIPT AND COLLECTS PAYMENT FROM SHIPPING REPRESENTATIVE

STEP 4

PPA-TOO STAMPS "CLEARED"; FILLS UP DATE AND TIME OF DEPARTURE OF VESSEL; SIGNS ON THE VESSEL'S ROLL BOOK

CLEARANCE OF VESSELS

PRIOR TO VESSEL DEPARTURE, SHIPPING REPRESENTATIVE SUBMITS OUTWARD COASTING MANIFEST (3 SETS), CREW LIST, PASSENGER MANIFEST (FOR PASSENGER VESSELS), CARGO MANIFEST AND MASTER'S OATH OF SAFE DEPARTURE DULY SIGNED BY PCG; PRESENTS ROLL BOOK TO PPA-TOO; ACCOMPLISHES DOCKAGE REPORT AND PORT CHARGES COMPUTATION SHEET (PCCS)

PPA-TOO CHECKS/REVIEWS DOCUMENTS; ASSESSES/COMPUTES USAGE FEES; STEVEDORING SHARE, IF THERE ARE CARGOES, AND MOORING/UNMOORING FEES

PPA COLLECTION REPRESENTATIVE CHECKS/REVIEWS COMPUTATION IF ACCURATE; ISSUES OFFICIAL RECEIPT AND COLLECTS PAYMENT FROM SHIPPING REPRESENTATIVE

PPA-TOO STAMPS "CLEARED"; FILLS UP DATE AND TIME OF DEPARTURE OF VESSEL; SIGNS ON THE VESSEL'S ROLL BOOK

WITHDRAWAL OF CARGOES

STEP 1

UPON ENTRY AT THE PORT, SHIPPER/CONSIGNEE PROCEEDS TO CHO CASHIER; PAYS CHARGES UPON ISSUANCE OF CASH ARRASTRE RECEIPT (CAR) AND WITHDRAWAL SLIP; PRESENTS BILL OF LADING (BL) TO ARRASTRE CHECKER TO GET CARGOES: PROCEEDS TO PPA-TOO

STEP 2

PPA-TOO CHECKS/REVIEWS BL, CAR AND WITHDRAWAL SLIP; ASSESSES/COMPUTES WHARFAGE DUES, ARRASTRE SHARE AND STORAGE CHARGES. IF ANY

STEP 3

PPA COLLECTION REPRESENTATIVE CHECKS/REVIEWS COMPUTATION; ISSUES OFFICIAL RECEIPT AND COLLECTS PAYMENT FROM SHIPPER/CONSIGNEE

STEP 4

PPA-TOO STAMPS "RELEASED" ON WITHDRAWAL SLIP

STEP 5

SECURITY GUARD AT EXIT GATE CHECKS/REVIEWS DOCUMENTS IF IN ORDER; GRANTS EXIT TO SHIPPER/CONSIGNEE



WITHDRAWAL OF CARGOES

Upon entry at the port, shipper/consignee proceeds to CHO cashier; pays charges upon issuance of cash arrastre receipt (CAR) and withdrawal slip; presents bill of lading (BL) to arrastre checker to get cargoes; proceeds to PPA-TOO

SECURITY GUARD AT EXIT GATE

Checks/reviews documents if in order; grants exit to shipper/consignee

PPA-TOO

Checks/reviews BL, CAR and withdrawal slip; assesses/computes wharfage dues, arrastre share and storage charges, if any

PPA-TOO

Stamps "RELEASED" on withdrawal slip

PPA COLLECTION REPRESENTATIVE

Checks/reviews computation; issues official receipt and collects payment from shipper/consignee

LOADING OF CARGOES

STEP 1

UPON ENTRY AT THE PORT, SHIPPER PROCEEDS TO CHO CASHIER; PAYS ARRASTRE CHARGES UPON ISSUANCE OF CASH ARRASTRE RECEIPTS; PROCEEDS TO PPA-TOO

STEP 2

PPA-TOO INSPECTS BILL OF LADING (BL) AND CASH ARRASTRE RECEIPT (CAR); ASSESSES/COMPUTES WHARFAGE DUES AND ARRASTRE SHARE

STEP 3

PPA COLLECTION REPRESENTATIVE CHECKS/REVIEWS COMPUTATION; ISSUES OFFICIAL RECEIPT; COLLECTS PAYMENT FROM SHIPPER/CONSIGNEE; STAMPS "FOR LOADING" ON BILL OF LADING

STEP 4

SHIPPER/CONSIGNEE PROCEEDS TO VESSEL CHECKER FOR LOADING OF CARGO

LOADING OF CARGOES

Upon entry at the port, shipper proceeds to CHO cashier; pays arrastre charges upon issuance of cash arrastre receipts; proceeds to PPA-TOO



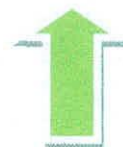
PPA-TOO

Inspects bill of lading (BL) and cash arrastre receipt (CAR); assesses/computes wharfage dues and arrastre share



SHIPPER/CONSIGNEE

Proceeds to vessel checker for loading of cargo



PPA COLLECTION REPRESENTATIVE

Checks/reviews computation; issues official receipt; collects payment from shipper/consignee; stamps "FOR LOADING" on bill of lading



OUTPORT – GETAFE
(OP-GETAFE)



STEP-BY-STEP PROCEDURES



ENTRANCE OF VESSELS

STEP 1

SHIPPING REPRESENTATIVE ACCOMPLISHES DETAILS ON THE VESSELS LOGBOOK; SUBMITS COASTING MANIFESTS (OCM AT LAST PORT OF CALL & ICM) , CARGO MANIFEST, PASSENGERS MANIFEST; MASTER'S OATH OF SAFE DEPARTURE AT LAST PORT OF CALL AND CREW LIST; PRESENTS VESSEL'S ROLL BOOK TO PPA-TOO

STEP 2

PPA-TOO CHECKS/REVIEWS DOCUMENTS; STAMPS "ENTERED"; FILLS UP DETAILS AND SIGNS ON THE VESSEL'S ROLL BOOK

WITHDRAWAL OF CARGOES

Upon entry at the port, shipper/consignee proceeds to CHO checker



CHO CHECKER

Inspects bill of lading (BL); identifies and inspects cargo to be withdrawn



SHIPPER/CONSIGNEE

Pays arrastre charges upon issuance of cash arrastre receipts by CHO cashier; proceeds to PPA-TOO



PPA COLLECTION REPRESENTATIVE

Checks/reviews accuracy of computation; issues official receipt; issues TVP (if shipper has vehicle) and collects payment from shipper/consignee



SECURITY GUARD AT EXIT GATE

Checks/reviews documents if in order; grants exit to shipper/consignee



LOADING OF CARGOES

STEP 1

UPON ENTRY AT THE PORT, SHIPPER PROCEEDS TO CHO CASHIER; PAYS ARRASTRE CHARGES UPON ISSUANCE OF CASH ARRASTRE RECEIPTS; PROCEEDS TO PPA-TOO

STEP 2

PPA-TOO INSPECTS BILL OF LADING (BL) AND CASH ARRASTRE RECEIPT (CAR); ASSESSES/COMPUTES WHARFAGE DUES AND ARRASTRE SHARE

STEP 3

PPA COLLECTION REPRESENTATIVE CHECKS/REVIEWS COMPUTATION; ISSUES OFFICIAL RECEIPT; ISSUES TVP (IF SHIPPER HAS VEHICLE) AND COLLECTS PAYMENT FROM SHIPPER/CONSIGNEE

STEP 4

SHIPPER/CONSIGNEE PROCEEDS TO VESSEL CHECKER FOR LOADING OF CARGO

LOADING OF CARGOES

Upon entry at the port, shipper proceeds to CHO cashier; pays arrastre charges upon issuance of cash arrastre receipts; proceeds to PPA-TOO



PPA-TOO

Inspects bill of lading (BL) and cash arrastre receipt (CAR); assesses/computes wharfage dues and arrastre share



SHIPPER/CONSIGNEE

Proceeds to vessel checker for loading of cargo



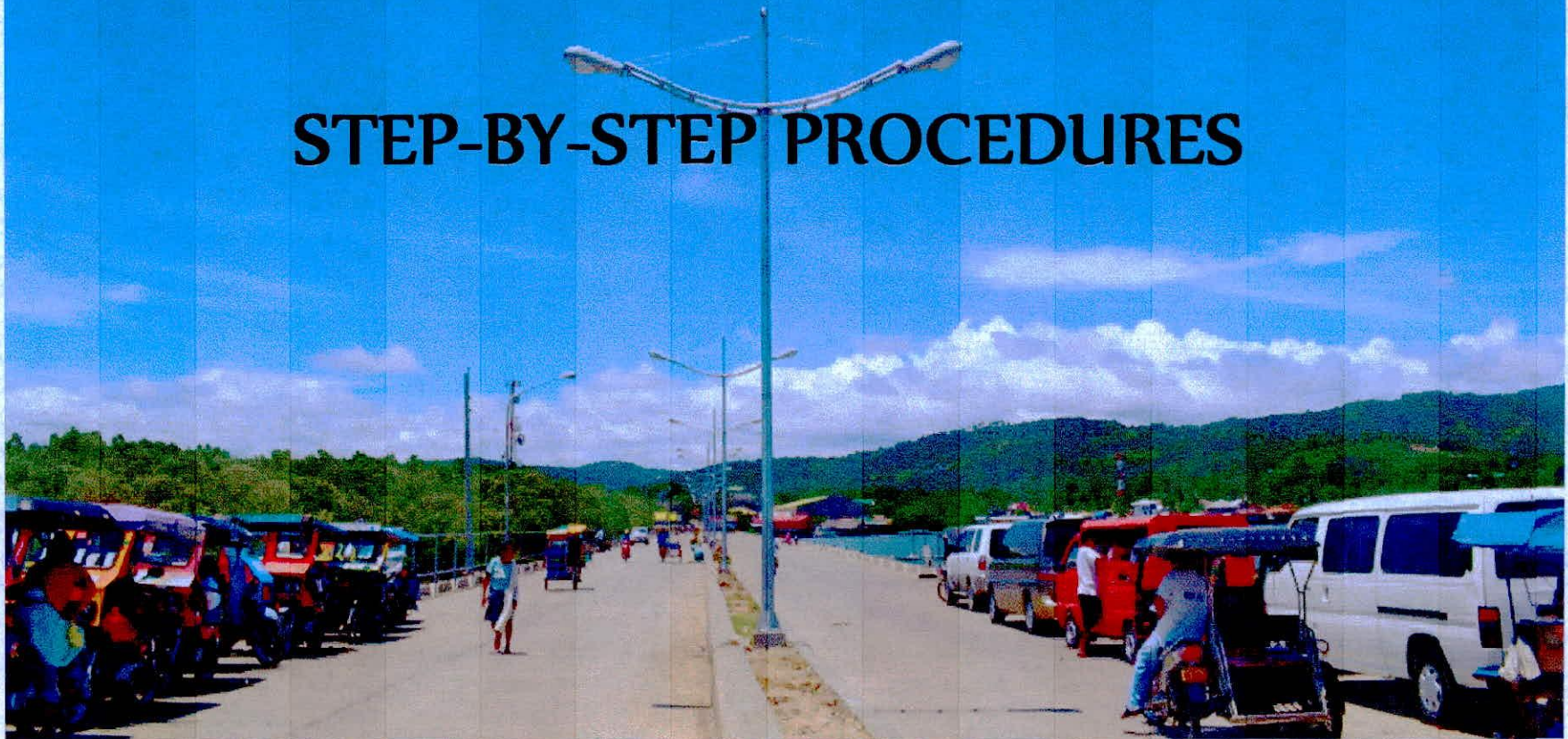
PPA COLLECTION REPRESENTATIVE

Checks/reviews computation; issues official receipt; issues TVP (if shipper has vehicle) and collects payment from shipper/consignee



TERMINAL MANAGEMENT OFFICE - TUBIGON (TMO-TUBIGON)

STEP-BY-STEP PROCEDURES



ENTRANCE OF VESSELS

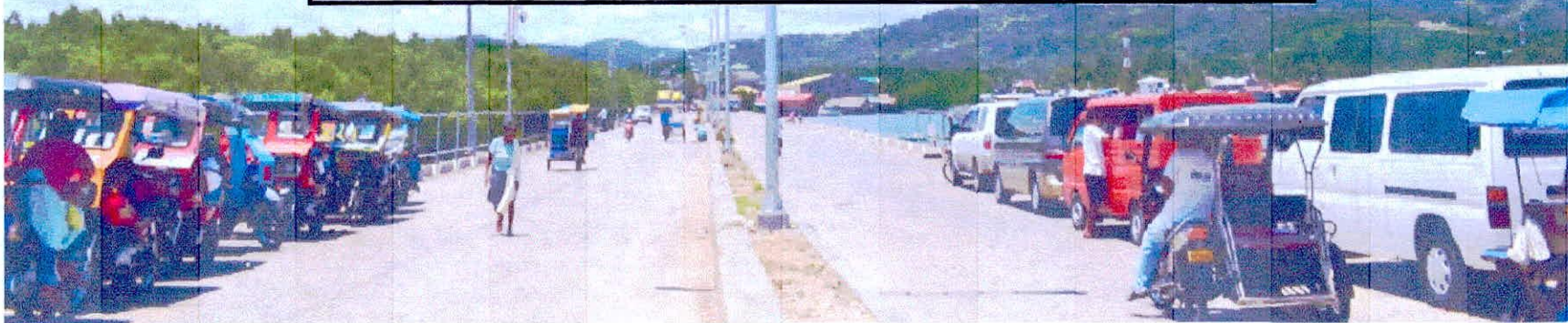
STEP 1

SHIPPING REPRESENTATIVE ACCOMPLISHES DETAILS ON THE VESSELS LOGBOOK; ACCOMPLISHES/FILLS UP PORT CHARGES COMPUTATION SHEET (PCCS); SUBMITS COASTING MANIFEST, CARGO MANIFEST, PASSENGERS MANIFEST; MASTER'S OATH OF SAFE DEPARTURE AT LAST PORT OF CALL AND CREW LIST; PRESENTS VESSEL'S ROLL BOOK TO PPA-TOO



STEP 2

PPA-TOO CHECKS/REVIEWS DOCUMENTS; STAMPS "ENTERED"; FILLS UP DETAILS AND SIGNS ON THE VESSEL'S ROLL BOOK



ENTRANCE OF VESSELS

SHIPPING REPRESENTATIVE

Accomplishes details on the vessels logbook; accomplishes/fills up port charges computation sheet (PCCS); submits coasting manifest, cargo manifest, passengers manifest; master's oath of safe departure at last port of call and crew list; presents vessel's roll book to PPA-TOO

PPA-TOO

Checks/reviews documents; stamps "entered"; fills up details and signs on the vessel's roll book



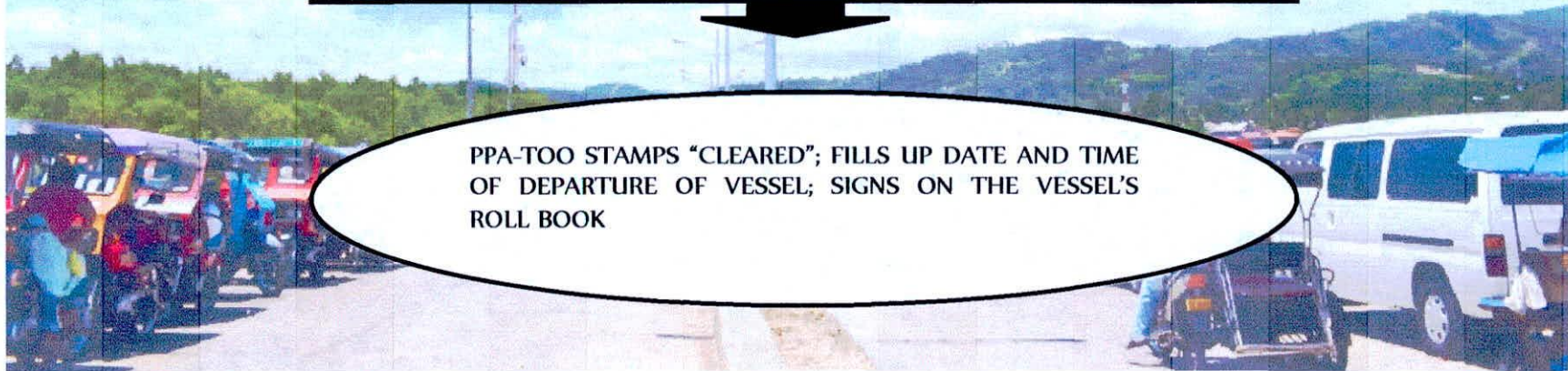
CLEARANCE OF VESSELS

PRIOR TO VESSEL DEPARTURE, SHIPPING REPRESENTATIVE SUBMITS OUTWARD COASTING MANIFEST (3 SETS), CREW LIST, PASSENGER MANIFEST (FOR PASSENGER VESSELS), CARGO MANIFEST AND MASTER'S OATH OF SAFE DEPARTURE DULY SIGNED BY PCG; PRESENTS ROLL BOOK TO PPA-TOO

PPA-TOO CHECKS/REVIEWS DOCUMENTS; ASSESSES/COMPUTES USAGE FEES; STEVEDORING SHARE, IF THERE ARE CARGOES, AND MOORING/UNMOORING FEES

PPA COLLECTION REPRESENTATIVE CHECKS/REVIEWS COMPUTATION IF ACCURATE; ISSUES OFFICIAL RECEIPT AND COLLECTS PAYMENT FROM SHIPPING REPRESENTATIVE

PPA-TOO STAMPS "CLEARED"; FILLS UP DATE AND TIME OF DEPARTURE OF VESSEL; SIGNS ON THE VESSEL'S ROLL BOOK



WITHDRAWAL OF CARGOES

STEP 1

UPON ENTRY AT THE PORT, SHIPPER/CONSIGNEE PROCEEDS TO CHO CASHIER; PAYS CHARGES UPON ISSUANCE OF CASH ARRASTRE RECEIPT (CAR); BRINGS BILL OF LADING (BL) AND CAR TO CHO WAREHOUSEMAN

STEP 2

CHO WAREHOUSEMAN ISSUES 2 SETS OF DELIVERY RECEIPT (DR) (ORIGINAL AND BLUE COPIES) TO SHIPPER/CONSIGNEE

STEP 3

SHIPPER/CONSIGNEE PROCEEDS TO PPA-TOO; PRESENTS BL, DR AND CAR FOR ASSESSMENT OF PPA CHARGES

STEP 4

PPA-TOO CHECKS/REVIEWS DOCUMENTS; ASSESSES/COMPUTES WHARFAGE DUES, ARRASTRE SHARE AND STORAGE CHARGES, IF ANY

STEP 7

SECURITY GUARD AT EXIT GATE CHECKS/REVIEWS DOCUMENTS IF IN ORDER; GRANTS EXIT TO SHIPPER/CONSIGNEE

STEP 6

PPA-TOO STAMPS "RELEASED" ON DR (ORIGINAL COPY)

STEP 5

PPA COLLECTION REPRESENTATIVE CHECKS/REVIEWS ACCURACY OF COMPUTATION; ISSUES OFFICIAL RECEIPT; ISSUES TVP (IF SHIPPER HAS VEHICLE) AND COLLECTS PAYMENT FROM SHIPPER/CONSIGNEE



WITHDRAWAL OF CARGOES

Upon entry at the port, shipper/consignee proceeds to CHO cashier; pays charges upon issuance of cash arrastre receipt (CAR); brings bill of lading (BL) and CAR to CHO warehouseman



CHO WAREHOUSEMAN

Issues 2 sets of delivery receipt (DR) (original and blue copies) to shipper/consignee



SHIPPER/CONSIGNEE

Proceeds to PPA-TOO; presents BL, DR and CAR for assessment of PPA charges



SECURITY GUARD AT EXIT GATE

Checks/reviews documents if in order; grants exit to shipper/consignee



PPA-TOO

Stamps "RELEASED" on DR (original copy)



PPA COLLECTION REPRESENTATIVE

Checks/reviews accuracy of computation; issues official receipt; issues TVP (if shipper has vehicle) and collects payment from shipper/consignee



PPA-TOO

Checks/reviews documents; assesses/computes wharfage dues, arrastre share and storage charges, if any

LOADING OF CARGOES

STEP 1

UPON ENTRY AT THE PORT, SHIPPER PROCEEDS TO CHO CASHIER; PAYS ARRASTRE CHARGES UPON ISSUANCE OF CASH ARRASTRE RECEIPTS; PROCEEDS TO PPA-TOO

STEP 2

PPA-TOO INSPECTS BILL OF LADING (BL) AND CASH ARRASTRE RECEIPT (CAR); ASSESSES/COMPUTES WHARFAGE DUES AND ARRASTRE SHARE

STEP 3

PPA COLLECTION REPRESENTATIVE CHECKS/REVIEWS COMPUTATION; ISSUES OFFICIAL RECEIPT; ISSUES TVP (IF SHIPPER HAS VEHICLE) AND COLLECTS PAYMENT FROM SHIPPER/CONSIGNEE

STEP 4

SHIPPER/CONSIGNEE PROCEEDS TO CHO CHECKER FOR LOADING OF CARGO

STEP 5

CHO CHECKS CARGO PRIOR TO LOADING ON THE VESSEL

STEP 6

DOCKWORKERS LOADS CARGO TO THE VESSEL

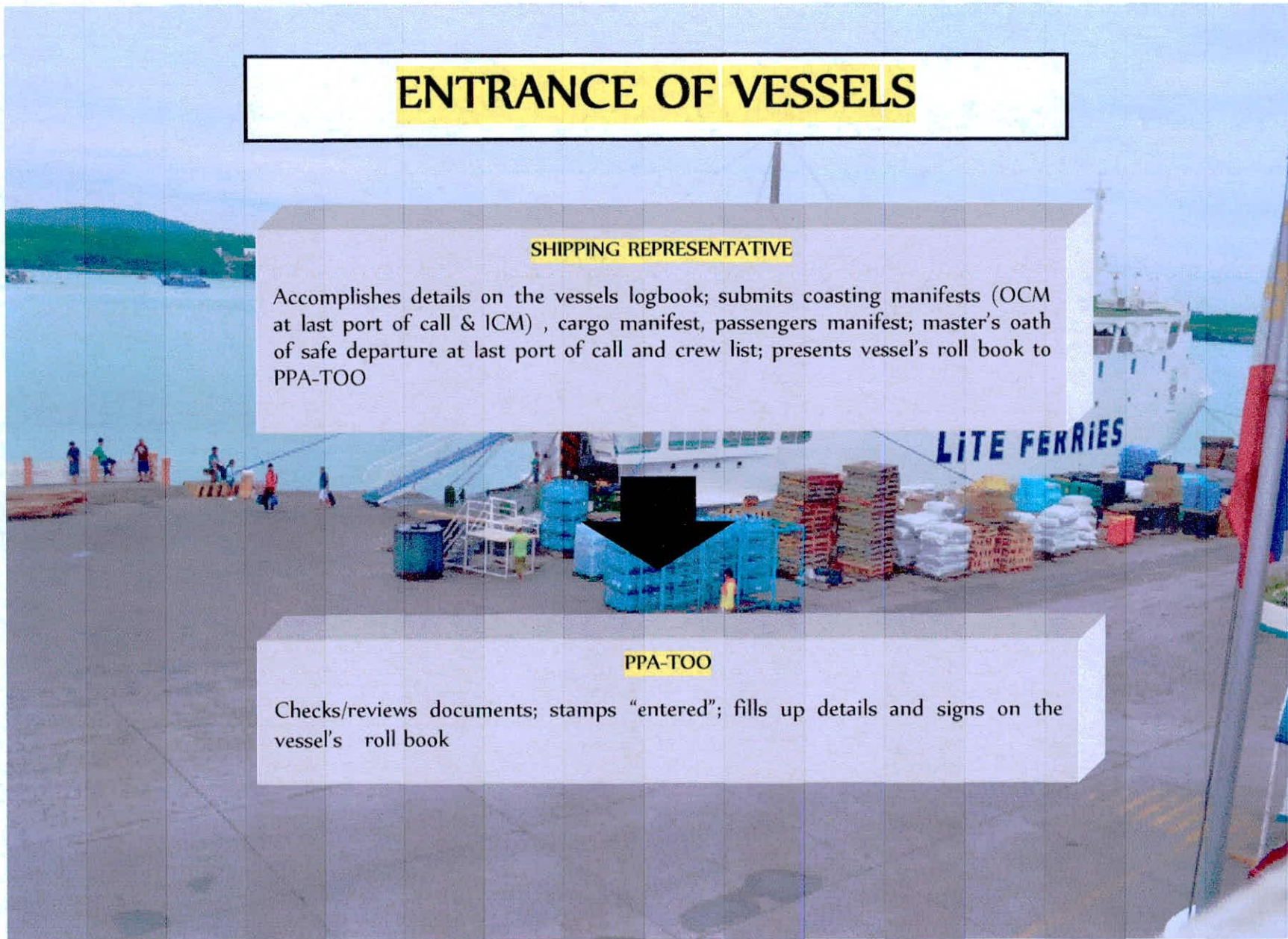
ENTRANCE OF VESSELS

SHIPPING REPRESENTATIVE

Accomplishes details on the vessels logbook; submits coasting manifests (OCM at last port of call & ICM) , cargo manifest, passengers manifest; master's oath of safe departure at last port of call and crew list; presents vessel's roll book to PPA-TOO

PPA-TOO

Checks/reviews documents; stamps "entered"; fills up details and signs on the vessel's roll book



CLEARANCE OF VESSELS

STEP 1

PRIOR TO VESSEL DEPARTURE, SHIPPING REPRESENTATIVE SUBMITS OUTWARD COASTING MANIFEST (3 SETS), CREW LIST, PASSENGER MANIFEST (FOR PASSENGER VESSELS), CARGO MANIFEST AND MASTER'S OATH OF SAFE DEPARTURE DULY SIGNED BY PCG; ACCOMPLISHES DOCKAGE REPORT; PRESENTS ROLL BOOK TO PPA-TOO

STEP 2

PPA-TOO CHECKS/REVIEWS DOCUMENTS; ASSESSES/COMPUTES USAGE FEES; STEVEDORING SHARE, IF THERE ARE CARGOES, AND MOORING/UNMOORING FEES

STEP 3

PPA COLLECTION REPRESENTATIVE CHECKS/REVIEWS COMPUTATION IF ACCURATE; ISSUES OFFICIAL RECEIPT AND COLLECTS PAYMENT FROM SHIPPING REPRESENTATIVE

STEP 4

PPA-TOO STAMPS "CLEARED"; FILLS UP DATE AND TIME OF DEPARTURE OF VESSEL; SIGNS ON THE VESSEL'S ROLL BOOK AND MASTER'S OATH OF SAFE DEPARTURE

CLEARANCE OF VESSELS

PRIOR TO VESSEL DEPARTURE, SHIPPING REPRESENTATIVE SUBMITS OUTWARD COASTING MANIFEST (3 SETS), CREW LIST, PASSENGER MANIFEST (FOR PASSENGER VESSELS), CARGO MANIFEST AND MASTER'S OATH OF SAFE DEPARTURE DULY SIGNED BY PCG; ACCOMPLISHES DOCKAGE REPORT; PRESENTS ROLL BOOK TO PPA-TOO

PPA-TOO CHECKS/REVIEWS DOCUMENTS; ASSESSES/COMPUTES USAGE FEES; STEVEDORING SHARE, IF THERE ARE CARGOES, AND MOORING/UNMOORING FEES

PPA COLLECTION REPRESENTATIVE CHECKS/REVIEWS COMPUTATION IF ACCURATE; ISSUES OFFICIAL RECEIPT AND COLLECTS PAYMENT FROM SHIPPING REPRESENTATIVE

PPA-TOO STAMPS "CLEARED"; FILLS UP DATE AND TIME OF DEPARTURE OF VESSEL; SIGNS ON THE VESSEL'S ROLL BOOK AND MASTER'S OATH OF SAFE DEPARTURE

WITHDRAWAL OF CARGOES

STEP 1 PHILIPPINE PORTS

SHIPPER CONSIGNEE GETS CARGO FROM VESSEL (MOTORIZED BANCA); PROCEEDS TO PPA COLLECTION REPRESENTATIVE

STEP 2

PPA COLLECTION REPRESENTATIVE DETERMINES QUANTITY AND MEASUREMENT OF CARGO; ASSESSES/COMPUTES WHARFAGE DUES AND ARRASTRE SHARE; ISSUES OFFICIAL RECEIPT AND COLLECTS PAYMENT FROM SHIPPER/CONSIGNEE

STEP 3

SHIPPER CONSIGNEE PRESENTS OFFICIAL RECEIPT AND CARGO TO GATE GUARD FOR INSPECTION; WITHDRAWS CARGO FROM THE PORT

WITHDRAWAL OF CARGOES

SHIPPER CONSIGNEE

Gets cargo from vessel (motorized banca);
proceeds to PPA collection representative



PPA COLLECTION REPRESENTATIVE

Determines quantity and measurement of
cargo; assesses/computes wharfage dues
and arrastre share; issues official receipt and
collects payment from shipper/consignee



SHIPPER CONSIGNEE

Presents official receipt and cargo to gate
guard for inspection; withdraws cargo from
the port

LOADING OF CARGOES

STEP 1

UPON ENTRY AT THE PORT, SHIPPER PROCEEDS TO PPA COLLECTION REPRESENTATIVE AND PRESENTS CARGO FOR LOADING



STEP 2

PPA COLLECTION REPRESENTATIVE INSPECTS AND DETERMINES QUANTITY AND MEASUREMENT OF CARGO; ASSESSES/COMPUTES WHARFAGE DUES AND ARRASTRE CHARGES; ISSUES OFFICIAL RECEIPT AND COLLECTS PAYMENT FROM SHIPPER



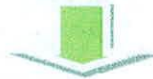
STEP 3

SHIPPER PROCEEDS TO VESSEL (MOTORIZED BANCA) FOR LOADING OF CARGO



LOADING OF CARGOES

Upon entry at the port, shipper proceeds to PPA collection representative and presents cargo for loading



PPA COLLECTION REPRESENTATIVE

Inspects and determines quantity and measurement of cargo; assesses/computes wharfage dues and arrastre charges; issues official receipt and collects payment from shipper



SHIPPER

Proceeds to vessel (motorized banca) for loading of cargo





OUTPORT – CATAGBACAN (OP-CATAGBACAN)

STEP-BY-STEP PROCEDURES



ENTRANCE OF VESSELS

STEP 1

SHIPPING REPRESENTATIVE ACCOMPLISHES DETAILS ON THE VESSELS LOGBOOK; SUBMITS COASTING MANIFESTS (OCM AT LAST PORT OF CALL & ICM) , CARGO MANIFEST, PASSENGERS MANIFEST; MASTER'S OATH OF SAFE DEPARTURE AT LAST PORT OF CALL AND CREW LIST; PRESENTS VESSEL'S ROLL BOOK TO PPA-TOO

STEP 2

PPA-TOO CHECKS/REVIEWS DOCUMENTS; STAMPS "ENTERED"; FILLS UP DETAILS AND SIGNS ON THE VESSEL'S ROLL BOOK

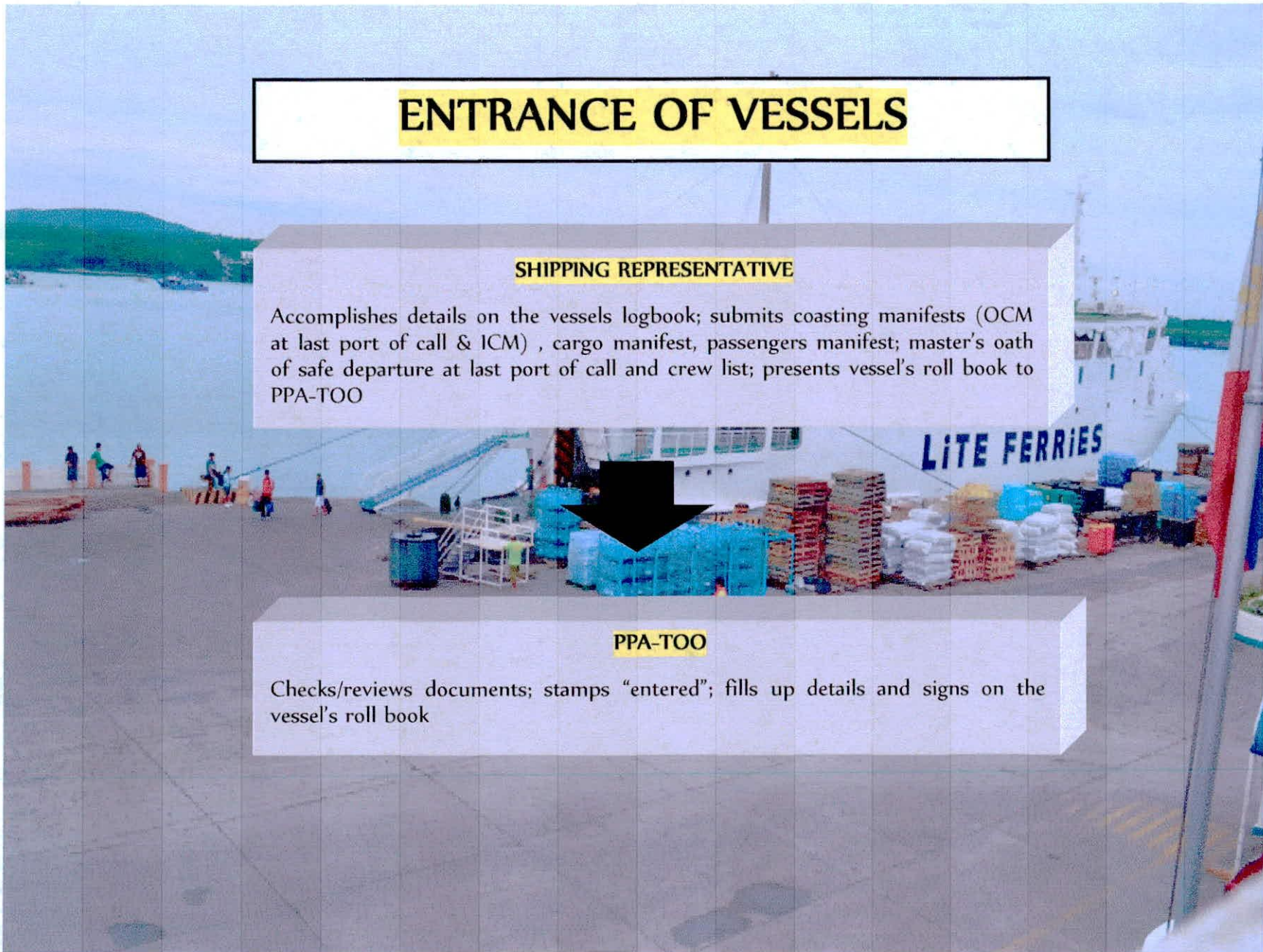
ENTRANCE OF VESSELS

SHIPPING REPRESENTATIVE

Accomplishes details on the vessels logbook; submits coasting manifests (OCM at last port of call & ICM) , cargo manifest, passengers manifest; master's oath of safe departure at last port of call and crew list; presents vessel's roll book to PPA-TOO

PPA-TOO

Checks/reviews documents; stamps "entered"; fills up details and signs on the vessel's roll book



CLEARANCE OF VESSELS

STEP 1

PRIOR TO VESSEL DEPARTURE, SHIPPING REPRESENTATIVE SUBMITS OUTWARD COASTING MANIFEST (3 SETS), CREW LIST, PASSENGER MANIFEST (FOR PASSENGER VESSELS), CARGO MANIFEST AND MASTER'S OATH OF SAFE DEPARTURE DULY SIGNED BY PCG; ACCOMPLISHES DOCKAGE REPORT; PRESENTS ROLL BOOK TO PPA-TOO



STEP 2

PPA-TOO CHECKS/REVIEWS DOCUMENTS; ASSESSES/COMPUTES USAGE FEES; STEVEDORING SHARE, IF THERE ARE CARGOES, AND MOORING/UNMOORING FEES



STEP 3

PPA COLLECTION REPRESENTATIVE CHECKS/REVIEWS COMPUTATION IF ACCURATE; ISSUES OFFICIAL RECEIPT AND COLLECTS PAYMENT FROM SHIPPING REPRESENTATIVE



STEP 4

PPA-TOO STAMPS "CLEARED"; FILLS UP DATE AND TIME OF DEPARTURE OF VESSEL; SIGNS ON THE VESSEL'S ROLL BOOK AND MASTER'S OATH OF SAFE DEPARTURE

CLEARANCE OF VESSELS

PRIOR TO VESSEL DEPARTURE, SHIPPING REPRESENTATIVE SUBMITS OUTWARD COASTING MANIFEST (3 SETS), CREW LIST, PASSENGER MANIFEST (FOR PASSENGER VESSELS), CARGO MANIFEST AND MASTER'S OATH OF SAFE DEPARTURE DULY SIGNED BY PCG; ACCOMPLISHES DOCKAGE REPORT; PRESENTS ROLL BOOK TO PPA-TOO



PPA-TOO CHECKS/REVIEWS DOCUMENTS; ASSESSES/COMPUTES USAGE FEES; STEVEDORING SHARE, IF THERE ARE CARGOES, AND MOORING/UNMOORING FEES



PPA COLLECTION REPRESENTATIVE CHECKS/REVIEWS COMPUTATION IF ACCURATE; ISSUES OFFICIAL RECEIPT AND COLLECTS PAYMENT FROM SHIPPING REPRESENTATIVE



PPA-TOO STAMPS "CLEARED"; FILLS UP DATE AND TIME OF DEPARTURE OF VESSEL; SIGNS ON THE VESSEL'S ROLL BOOK AND MASTER'S OATH OF SAFE DEPARTURE

WITHDRAWAL OF CARGOES

STEP 1

SHIPPER/CONSIGNEE PAYS SHIPPING CHARGES; GETS COPY OF BILL OF LADING

STEP 2

UPON ENTRY AT THE GATE, SHIPPER/CONSIGNEE PROCEEDS TO PPA-TOO

STEP 3

PPA-TOO CHECKS/REVIEWS BILL OF LADING; ASSESSES/COMPUTES WHARFAGE DUES, ARRASTRE SHARE AND STORAGE CHARGES, IF ANY

STEP 4

PPA COLLECTION REPRESENTATIVE CHECKS/REVIEWS ACCURACY OF COMPUTATION; ISSUES OFFICIAL RECEIPT; COLLECTS PAYMENT FROM SHIPPER/CONSIGNEE

STEP 5

SECURITY GUARD AT EXIT GATE CHECKS/REVIEWS DOCUMENTS IF IN ORDER; GRANTS EXIT TO SHIPPER/CONSIGNEE

WITHDRAWAL OF CARGOES

SHIPPER/CONSIGNEE

Pays shipping charges; gets copy of bill of lading



Upon entry at the gate, shipper/consignee proceeds to PPA-TOO



PPA-TOO

Checks/reviews bill of lading, assesses/computes wharfage dues, arrastre share and storage charges, if any

SECURITY GUARD AT EXIT GATE

Checks/reviews documents if in order; grants exit to shipper/consignee



PPA COLLECTION REPRESENTATIVE

Checks/reviews accuracy of computation; issues official receipt; collects payment from shipper/consignee



LOADING OF CARGOES (RRTS)

STEP 1

SHIPPING REPRESENTATIVE SUBMITS SUMMARY OF CARGOES LOADED REPORT TO PPA

STEP 2

CHO PERSONNEL SUBMITS SUMMARY OF VEHICLES LOADED REPORT TO PPA

STEP 3

UPON ENTRY OF CARGOES AT THE GATE, SECURITY GUARDS LOGS DETAILS OF VEHICLES FOR LOADING IN THE LOGBOOK

STEP 4

PPA-TOO/COLLECTION REPRESENTATIVE CHECKS/VALIDATES CARGOES FOR LOADING BASED ON SHIPPING LINE'S AND CHO'S REPORTS AGAINST SECURITY GUARD'S LOGBOOK; ASSESSES/COMPUTES RO-RO TERMINAL FEES

STEP 5

PPA COLLECTION REPRESENTATIVE CHECKS/REVIEWS COMPUTATION; ISSUES RRTS TICKETS; COLLECTS PAYMENT FROM SHIPPER/CONSIGNEE

STEP 6

SHIPPER/CONSIGNEE GOES TO VESSEL CHECKER FOR LOADING OF VEHICLES, IF THE VESSEL IS READY FOR LOADING OF ROLLING CARGOES

LOADING OF CARGOES (RRTS)

SHIPPING REPRESENTATIVE

Submits summary of cargoes loaded report to PPA



CHO PERSONNEL

Submits summary of vehicles loaded report to PPA



Upon entry of cargoes at the gate, security guards logs details of vehicles for loading in the logbook



SHIPPER/CONSIGNEE

Goes to vessel checker for loading of vehicles, if the vessel is ready for loading of rolling cargoes



PPA COLLECTION REPRESENTATIVE

Checks/reviews computation; issues RRTS tickets; collects payment from shipper/consignee



PPA-TOO/COLLECTION REPRESENTATIVE

Checks/validates cargoes for loading based on shipping line's and CHO's reports against security guard's logbook; assesses/computes ro-ro terminal fees

LOADING OF CARGOES (CONTAINERIZED)

STEP 1

SHIPPING REPRESENTATIVE SUBMITS SUMMARY OF CARGOES LOADED REPORT TO PPA

STEP 2

CHO PERSONNEL SUBMITS CARGOES LOADED REPORT TO PPA

STEP 3

UPON ENTRY OF CARGOES AT THE GATE, SECURITY GUARDS LOGS DETAILS OF CARGOES FOR LOADING IN THE LOGBOOK

STEP 4

PPA-TOO/COLLECTION REPRESENTATIVE CHECKS/VALIDATES CARGOES FOR LOADING BASED ON SHIPPING LINE'S AND CHO'S REPORTS AGAINST SECURITY GUARD'S LOGBOOK; ASSESSES/COMPUTES WHARFAGE DUES AND ARRASTRE SHARE

STEP 5

PPA COLLECTION REPRESENTATIVE CHECKS/REVIEWS COMPUTATION; ISSUES OFFICIAL RECEIPT; COLLECTS PAYMENT FROM SHIPPER/CONSIGNEE

STEP 6

SHIPPER/CONSIGNEE GOES TO VESSEL CHECKER FOR LOADING OF CONTAINERIZED CARGO

LOADING OF CARGOES (CONTAINERIZED)

SHIPPING REPRESENTATIVE

Submits summary of cargoes loaded report to PPA



CHO PERSONNEL

Submits cargoes loaded report to PPA



Upon entry of cargoes at the gate, security guards logs details of cargoes for loading in the logbook



SHIPPER/CONSIGNEE

Goes to vessel checker for loading of containerized cargo



PPA COLLECTION REPRESENTATIVE

Checks/reviews computation; issues official receipt; collects payment from shipper/consignee



PPA-TOO/COLLECTION REPRESENTATIVE

Checks/validates cargoes for loading based on shipping line's and CHO's reports against security guard's logbook; assesses/computes wharfage dues and arrastre share



OUTPORT – TAPAL (OP-TAPAL)

STEP-BY-STEP PROCEDURES



ENTRANCE OF VESSELS

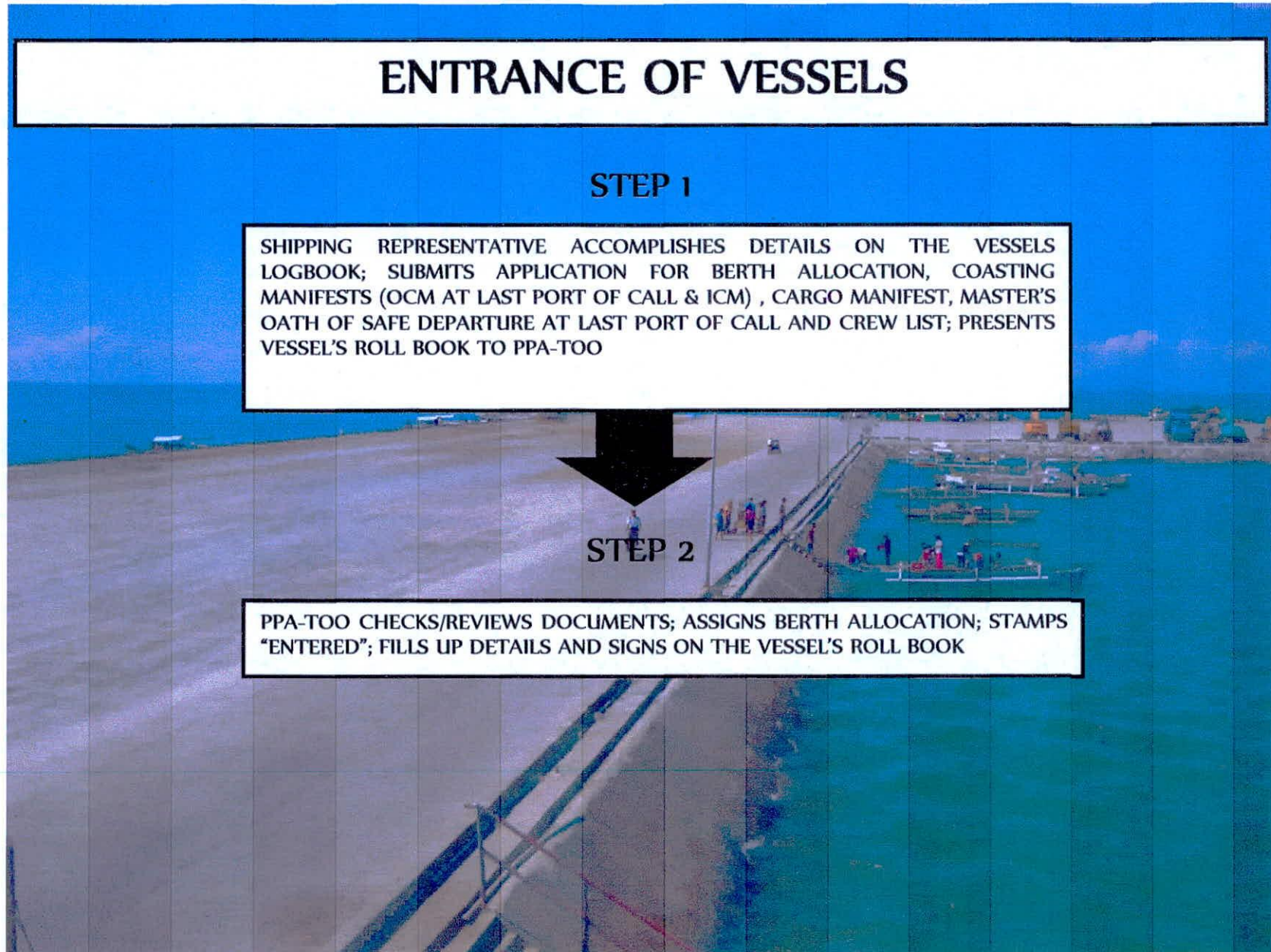
STEP 1

SHIPPING REPRESENTATIVE ACCOMPLISHES DETAILS ON THE VESSELS LOGBOOK; SUBMITS APPLICATION FOR BERTH ALLOCATION, COASTING MANIFESTS (OCM AT LAST PORT OF CALL & ICM) , CARGO MANIFEST, MASTER'S OATH OF SAFE DEPARTURE AT LAST PORT OF CALL AND CREW LIST; PRESENTS VESSEL'S ROLL BOOK TO PPA-TOO



STEP 2

PPA-TOO CHECKS/REVIEWS DOCUMENTS; ASSIGNS BERTH ALLOCATION; STAMPS "ENTERED"; FILLS UP DETAILS AND SIGNS ON THE VESSEL'S ROLL BOOK



ENTRANCE OF VESSELS

SHIPPING REPRESENTATIVE

Accomplishes details on the vessels logbook; submits application for berth allocation, coasting manifests (OCM at last port of call & ICM) , cargo manifest, master's oath of safe departure at last port of call and crew list; presents vessel's roll book to PPA-TOO

PPA-TOO

Checks/reviews documents; assigns berth allocation; stamps "entered"; fills up details and signs on the vessel's roll book



CLEARANCE OF VESSELS

STEP 1

PRIOR TO VESSEL DEPARTURE, SHIPPING REPRESENTATIVE SUBMITS OUTWARD COASTING MANIFEST (3 SETS), CREW LIST, PASSENGER MANIFEST (FOR PASSENGER VESSELS), CARGO MANIFEST AND MASTER'S OATH OF SAFE DEPARTURE DULY SIGNED BY PCG; PRESENTS ROLL BOOK TO PPA-TOO; ACCOMPLISHES DOCKAGE REPORT AND PORT CHARGES COMPUTATION SHEET (PCCS)

STEP 2

PPA-TOO CHECKS/REVIEWS DOCUMENTS; ASSESSES/COMPUTES USAGE FEES; STEVEDORING SHARE, IF THERE ARE CARGOES, AND MOORING/UNMOORING FEES

STEP 3

PPA COLLECTION REPRESENTATIVE CHECKS/REVIEWS COMPUTATION IF ACCURATE; ISSUES OFFICIAL RECEIPT AND COLLECTS PAYMENT FROM SHIPPING REPRESENTATIVE

STEP 4

PPA-TOO STAMPS "CLEARED"; FILLS UP DATE AND TIME OF DEPARTURE OF VESSEL; SIGNS ON THE VESSEL'S ROLL BOOK

CLEARANCE OF VESSELS

PRIOR TO VESSEL DEPARTURE, SHIPPING REPRESENTATIVE SUBMITS OUTWARD COASTING MANIFEST (3 SETS), CREW LIST, PASSENGER MANIFEST (FOR PASSENGER VESSELS), CARGO MANIFEST AND MASTER'S OATH OF SAFE DEPARTURE DULY SIGNED BY PCG; PRESENTS ROLL BOOK TO PPA-TOO; ACCOMPLISHES DOCKAGE REPORT AND PORT CHARGES COMPUTATION SHEET (PCCS)

PPA-TOO CHECKS/REVIEWS DOCUMENTS; ASSESSES/COMPUTES USAGE FEES; STEVEDORING SHARE, IF THERE ARE CARGOES, AND MOORING/UNMOORING FEES

PPA COLLECTION REPRESENTATIVE CHECKS/REVIEWS COMPUTATION IF ACCURATE; ISSUES OFFICIAL RECEIPT AND COLLECTS PAYMENT FROM SHIPPING REPRESENTATIVE

PPA-TOO STAMPS "CLEARED"; FILLS UP DATE AND TIME OF DEPARTURE OF VESSEL; SIGNS ON THE VESSEL'S ROLL BOOK

LOADING OF CARGOES

STEP 1

UPON ENTRY AT THE PORT, SHIPPER PROCEEDS TO CHO CASHIER; PAYS ARRASTRE CHARGES UPON ISSUANCE OF CASH ARRASTRE RECEIPTS; PROCEEDS TO PPA-TOO

STEP 2

PPA-TOO INSPECTS BILL OF LADING (BL) AND CASH ARRASTRE RECEIPT (CAR); ASSESSES/COMPUTES WHARFAGE DUES AND ARRASTRE SHARE

STEP 3

PPA COLLECTION REPRESENTATIVE CHECKS/REVIEWS COMPUTATION; ISSUES OFFICIAL RECEIPT; COLLECTS PAYMENT FROM SHIPPER/CONSIGNEE; STAMPS "FOR LOADING" ON BILL OF LADING

STEP 4

SHIPPER/CONSIGNEE PROCEEDS TO VESSEL CHECKER FOR LOADING OF CARGO

LOADING OF CARGOES

Upon entry at the port, shipper proceeds to CHO cashier; pays arrastre charges upon issuance of cash arrastre receipts; proceeds to PPA-TOO



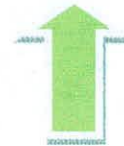
PPA-TOO

Inspects bill of lading (BL) and cash arrastre receipt (CAR); assesses/computes wharfage dues and arrastre share



SHIPPER/CONSIGNEE

Proceeds to vessel checker for loading of cargo



PPA COLLECTION REPRESENTATIVE

Checks/reviews computation; issues official receipt; collects payment from shipper/consignee; stamps "FOR LOADING" on bill of lading

ISSUANCE OF TEMPORARY VEHICLE PASS

STEP 1

VEHICLE ENTERS THE MAIN GATE

STEP 2

SECURITY GUARDS INSPECTS VEHICLE

STEP 3

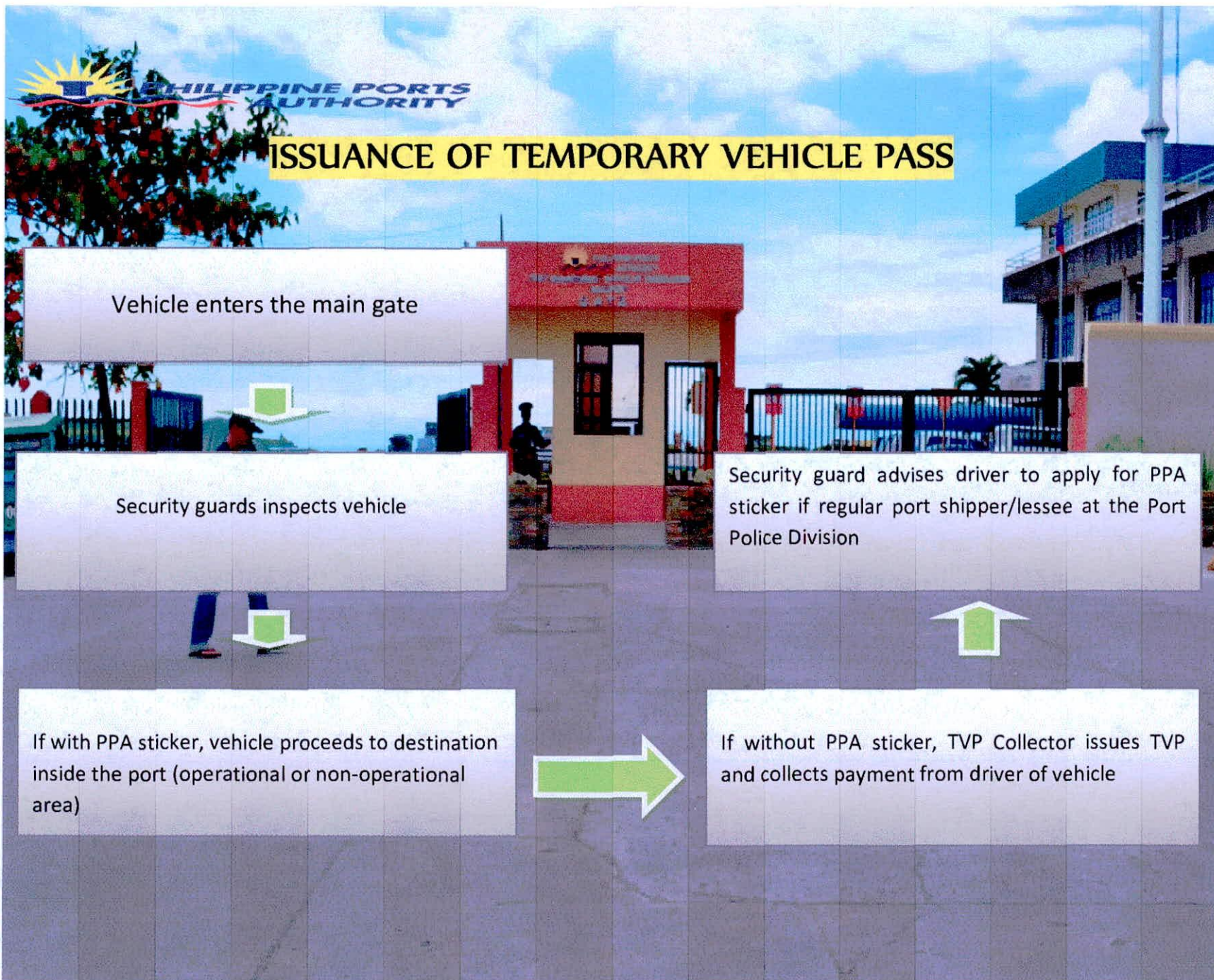
IF WITH PPA STICKER, VEHICLE PROCEEDS TO DESTINATION INSIDE THE PORT (OPERATIONAL OR NON-OPERATIONAL AREA)

STEP 4

IF WITHOUT PPA STICKER, TVP COLLECTOR ISSUES TVP AND COLLECTS PAYMENT FROM DRIVER OF

STEP 5

SECURITY GUARD ADVISES DRIVER TO APPLY FOR PPA STICKER IF REGULAR PORT SHIPPER/LESSEE AT THE PORT POLICE DIVISION



ISSUANCE OF ANNUAL VEHICLE PASS

STEP 1

APPLICANT SUBMITS APPLICATION FOR VEHICLE PASS AT PORT POLICE DIVISION

STEP 2

PORT POLICE OFFICER EVALUATES APPLICATION DOCUMENTS; IF IN ORDER, FORWARDS APPLICATION DOCUMENTS TO CIVIL SECURITY OFFICER (CSO) FOR CONDUCT OF SAFETY INSPECTION OF VEHICLE; IF NOT IN ORDER, RETURNS APPLICATION DOCUMENTS TO APPLICANT

STEP 3

IF VEHICLE PASSED SAFETY INSPECTION, APPLICANT PROCEEDS TO BDMO FOR PROCESSING OF PTO APPLICATION; IF VEHICLE DID NOT PASS SAFETY INSPECTION, CSO RECOMMENDS FOR THE NECESSARY REPAIR OF THE VEHICLE

STEP 4

BDMO CHECKS/REVIEWS DOCUMENTS; IF IN ORDER, RECOMMENDS APPROVAL FOR THE ISSUANCE OF STICKER; FORWARDS APPLICATION DOCUMENTS TO PPD MANAGER; IF NOT IN ORDER, RETURNS APPLICATION DOCUMENTS TO APPLICANT FOR SUBMISSION OF LACKING DOCUMENTS

STEP 8

PORT POLICE OFFICER ISSUES ANNUAL VEHICLE PASS STICKERS AND PLACES/INSTALLS VEHICLE PASS STICKER AT THE RIGHT CORNER OF THE WINDSHIELD OF VEHICLE

STEP 7

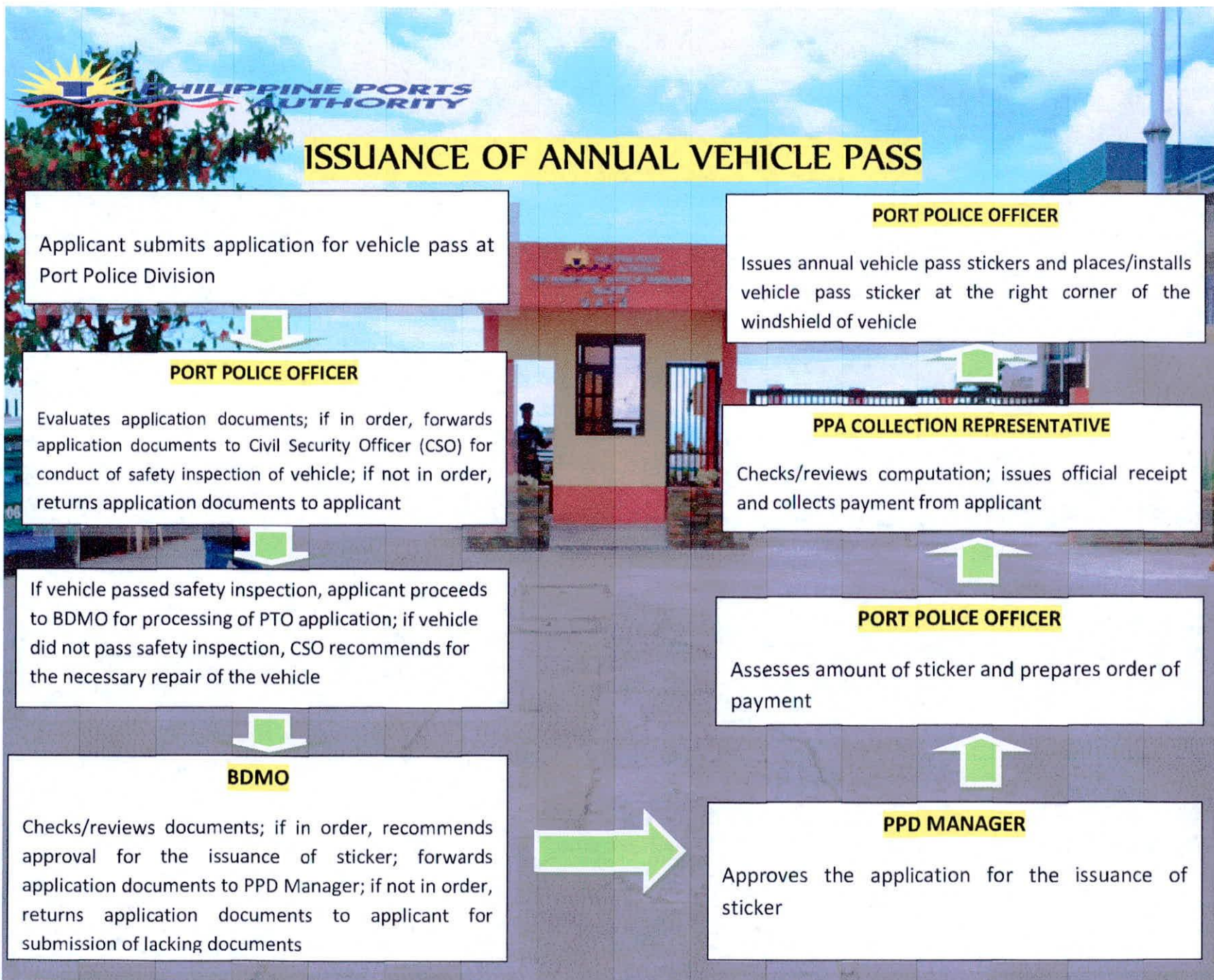
PPA COLLECTION REPRESENTATIVE CHECKS/REVIEWS COMPUTATION; ISSUES OFFICIAL RECEIPT AND COLLECTS PAYMENT FROM APPLICANT

STEP 6

PORT POLICE OFFICER ASSESSES AMOUNT OF STICKER AND PREPARES ORDER OF PAYMENT

STEP 5

PPD MANAGER APPROVES THE APPLICATION FOR THE ISSUANCE OF STICKER



APPLICATION FOR ANCILLIARY PERMIT/LEASED AREA

STEP 1

PORT SERVICE PROVIDER/PORT LEASE APPLICANT

SUBMITS PTO/PTOC APPLICATION FORM AND ORDINARY FOLDER CONTAINING ALL REQUIRED DOCUMENTS

STEP 2

DIVISION MANAGERS (ESD, PPD, RMD) & BUSINESS DEV'T MARKETING OFFICER (BDMO)

EVALUATES/REVIEWS SUBMITTED APPLICATION DOCUMENTS FOR PTOC (LEASED AREA); DIVISION MANAGERS (PPD & RMD) & BDMO EVALUATES/REVIEWS APPLICATION FOR PTO (ANCILLIARY PERMIT)

STEP 3

IF IN ORDER, BDMO FORWARDS APPLICATION DOCUMENTS TO PORT MANAGER FOR APPROVAL; IF NOT IN ORDER, BDMO RETURNS APPLICATION DOCUMENTS TO APPLICANT

STEP 4

PORT MANAGER

APPROVES APPLICATION FOR PERMIT TO OPERATE/PERMIT TO OCCUPY

STEP 7

BDMO

GENERATES PTO/PTOC FOR SIGNATURE BY PORT MANAGER AND PTO/PTOC APPLICANT; ISSUES/RELEASES PTO/PTOC TO PERMITEE

STEP 6

PPA COLLECTION REPRESENTATIVE

ISSUES OFFICIAL RECEIPT AND COLLECTS PAYMENT FROM PTO/PTOC APPLICANT

STEP 5

BDMO

PREPARES MANUAL ORDER OF PAYMENT

APPLICATION FOR ANCILLIARY PERMIT/LEASED AREA

PORT SERVICE PROVIDER/PORT LEASE APPLICANT

Submits PTO/PTOC application form and ordinary folder containing all required documents

BDMO

Generates PTO/PTOC for signature by Port Manager and PTO/PTOC applicant; issues/releases PTO/PTOC to permittee

DIVISION MANAGERS (ESD, PPD, RMD) & BUSINESS DEV'T MARKETNG OFFICER (BDMO)

Evaluates/reviews submitted application documents for PTOC (leased area); Division Managers (PPD & RMD) & BDMO evaluates/reviews application for PTO (ancillary permit)

PPA COLLECTION REPRESENTATIVE

Issues official receipt and collects payment from PTO/PTOC applicant

BDMO

Prepares manual order of payment

If in order, BDMO forwards application documents to Port Manager for approval; if not in order, BDMO returns application documents to applicant

PORT MANAGER

Approves application for Permit to Operate/Permit to Occupy

COLLECTION OF PASSENGER TERMINAL FEES

STEP 1

UPON ENTRY AT THE PORT, SECURITY GUARD AT GATE DIRECTS PASSENGER TO PROCEED TO PASSENGER TERMINAL BUILDING



STEP 2

TERMINAL FEE COLLECTOR ISSUES TERMINAL FEE TICKET AND COLLECTS PAYMENT FROM PASSENGER



STEP 3

PASSENGER PROCEEDS TO THE PASSENGER TERMINAL BUILDING AND SUBMITS FOR INSPECTION OF HAND-CARRIED BAGGAGE TO PTB SECURITY GUARD ON DUTY



STEP 4

PASSENGER BOARDS VESSEL



COLLECTION OF PASSENGER TERMINAL FEES

Upon entry at the port, security guard at gate directs passenger to proceed to passenger terminal building



Terminal fee collector issues terminal fee ticket and collects payment from passenger



Passenger boards vessel



Passenger proceeds to the passenger terminal building and submits for inspection of hand-carried baggage to PTB security guard on duty

COLLECTION OF TEMPORARY VEHICLE PASS

STEP 1

UPON ENTRY AT THE PORT, SECURITY GUARD AT GATE INTERVIEWS DRIVER OF VEHICLE ON PURPOSE OF ENTRY; IF LEGITIMATE, GRANTS ENTRY



STEP 2

IF VEHICLE HAS NO PPA STICKER, PPA COLLECTION REPRESENTATIVE ISSUES TVP IN THE FORM OF CASH TICKET; COLLECTS PAYMENT FROM DRIVER OF VEHICLE



STEP 3

VEHICLE ENTERS THE PORT



COLLECTION OF TEMPORARY VEHICLE PASS

Upon entry at the port, security guard at gate interviews driver of vehicle on purpose of entry; if legitimate, grants entry



If vehicle has no PPA sticker, PPA collection representative issues TVP in the form of cash ticket; collects payment from driver of vehicle



Vehicle enters the port

COLLECTION OF PARKING FEES

STEP 1

UPON ENTRY OF GATE, SECURITY GUARD AT GATE ISSUES PARKING SLIP WITH DATE AND TIME ENTERED INDICATED THEREON TO DRIVER; GUIDES VEHICLE TO PARK AT DESIGNATED PARKING AREA; LOGS LICENSE PLATE NUMBER, DATE AND TIME ENTERED IN LOGBOOK

STEP 2

UPON LEAVING THE PORT, DRIVER PRESENTS PARKING SLIP TO PPA-TOO/COLLECTION REPRESENTATIVE

STEP 3

PPA-TOO/COLLECTION REPRESENTATIVE COMPUTES PARKING FEE, BASED ON DATA ON PARKING SLIP; ISSUES OFFICIAL RECEIPT AND COLLECTS PAYMENT FROM DRIVER; RETAINS PARKING SLIP FOR FILE

STEP 4

AT THE GATE, DRIVER PRESENTS OFFICIAL RECEIPT TO SECURITY GUARD

STEP 5

SECURITY GUARD AT GATE LETS THE VEHICLE PASS THROUGH THE EXIT

COLLECTION OF PARKING FEES

Upon entry of gate, security guard at gate issues parking slip with date and time entered indicated thereon to driver; guides vehicle to park at designated parking area; logs license plate number, date and time entered in logbook



Upon leaving the port, driver presents parking slip to PPA-TOO/COLLECTION REPRESENTATIVE

Security guard at gate lets the vehicle pass through the exit



At the gate, driver presents official receipt to security guard

PPA-TOO/COLLECTION REPRESENTATIVE computes parking fee, based on data on parking slip; issues official receipt and collects payment from driver; retains parking slip for file



PRESCRIBED PPA RATES

DESCRIPTION/PARTICULARS	TARIFF RATE	
I. DOMESTIC PORT CHARGE		
A. DOMESTIC DOCKAGE FEE (USAGE FEE) AT A GOVERNMENT PORT		
- 6 TO 100 GRT PER CALENDAR DAY OR FRACTION THEREOF	Php	82.00
- OVER 100 GRT PER GRT PER CALENDAR DAY OR FRACTION THEREOF		0.80
II. DOMESTIC WHARFAGE FEE		
A. NON-CONTAINERIZED CARGOES		
- CARGOES IN SACKS/BAGS/BULK/UNCRATED LIVE ANIMALS/STEEL PRODUCTS/LOGS AND LUMBER/ HEAVY LIFT		
PER METRIC TON	Php	9.00
- OTHERS		
PER REVENUE TON		7.00

PREScribed PPA RATES

DESCRIPTION/PARTICULARS	TARIFF RATE	
B. CONTAINERIZED CARGOES		
10' BOX OR SHORTER	Php	63.00
20' BOX		126.00
35' BOX		157.00
40' BOX		189.00
45' BOX		221.00

**NOTE: THE ABOVE PPA RATES ARE PRESCRIBED PER PPA MEMORANDUM CIRCULAR
NO. 17-2006 DATED OCTOBER 26, 2006**

III. RO-RO TERMINAL FEES

NOTE: RRTF WITH 15% COST-RECOVERY ADJUSTMENT

VEHICLE TYPE	TERMINAL FEE (Inclusive of 12% VAT)	
1 - MOTORCYCLE, TRICYCLE, SCOOTER	Php	65.00
2 - CAR, MINIVAN, SUV, AUV, OWNER-TYPE JEEP. PUJ NOT MORE THAN 16 PAX		129.00

PRESCRIBED PPA RATES

DESCRIPTION/PARTICULARS	TARIFF RATE
<i>NOTE: RRTF WITH 15% COST-RECOVERY ADJUSTMENT</i>	TERMINAL FEE
VEHICLE TYPE	(Inclusive of 12% VAT)
3 - LIGHT DELIVERY TRUCK, VAN, PICK-UP TRUCK, PUJ MORE THAN 16 PAX	258.00
4 - STAKE TRUCK, HEAVY DELIVERY TRUCK, PASSENGER/TOURIST BUS, PRIME MOVER, TRACTOR HEAD WITH OR WITHOUT TRAILER/ CHASSIS, 10-WHEELER	516.00

*NOTE: RRTF RATES PRESCRIBED PURSUANT TO PPA OPERATIONS MEMORANDUM
CIRCULAR NO. 10-2008 DATED DECEMBER 9, 2008*

PREScribed PPA RATES

IV. SCHEDULE OF RESTRUCTURED CARGO HANDLING TARIFF FOR DOMESTIC CARGOES

With 15% Cost Recovery Adjustment per PPA MC No.
08-2008 dated August 5, 2008 Effective September 7, 2008

	BASIS	NON-PALLETIZED		PALLETIZED/UNITIZED	
		ARRASTRE	STEV.	ARRASTRE	STEV.
1. GENERAL CARGO					
A. Non-Prime Commodities	Revenue Ton	95.25	21.50	74.25	15.25
B. Prime Commodities					
1. Rice	Revenue Ton	44.95	19.80	35.15	14.05
2. Refined Sugar	Revenue Ton	51.25	19.80	39.95	14.05
3. Corn	Revenue Ton	53.10	19.80	41.15	14.05
4. Canned Milk	Revenue Ton	76.25	19.80	59.45	14.05
5. Eggs	Revenue Ton	56.90	19.80	44.40	14.05
6. Canned Fish	Revenue Ton	76.25	19.80	59.45	14.05
7. School Supplies	Revenue Ton	95.25	19.80	74.25	14.05
8. Chicken	Revenue Ton	18.45	19.80	14.35	14.05
9. Flour	Metric Ton	53.80	18.60	42.15	14.15
2. LIVE ANIMALS					
A. Large (Carabao, Cattle, Horses and the like)	Per Head	53.75	21.70		
B. Small (Hogs, Goats and the like)	Per Head	4.25	4.30		
3. VEHICLES	Revenue Ton	51.05	21.55		
4. IRON & STEEL PRODUCTS	Revenue Ton	93.05	21.55	72.55	15.30

PREScribed PPA RATES

IV. SCHEDULE OF RESTRUCTURED CARGO HANDLING TARIFF FOR DOMESTIC CARGOES

With 15% Cost Recovery Adjustment per PPA MC No.
08-2008 dated August 5, 2008 Effective September 7, 2008

	BASIS	NON-PALLETIZED		PALLETIZED/UNITIZED	
		ARRASTRE	STEV.	ARRASTRE	STEV.
5. 5.1. LOGS	1000 BD.FT.	120.90	45.45		
5.2. LUMBER	1000 BD.FT.	120.90	45.45	94.35	32.08
6. HEAVY LIFT					
6.1. 5 TO 15 TONS	Metric Ton	276.25	21.70		
7. DANGEROUS CARGO					
To be charged in accordance with PPA Admin. Order Nos. 02-89/01-90 and Item No. 8 of the Applicable Terms and Conditions					
8. CONTAINERIZED CARGO					
A. Rates for FLC Domestic Containers where cargo handlers furnishes equipment		ARRASTRE		Stevedoring	
		Loaded	Empty		
10 footer and below	Per Box	379.00	114.00	137.50	
Over 10 to 20 footer	Per Box	758.00	302.50	229.50	
Over 20 to 35 footer	Per Box	1,326.00	530.00	229.50	
Over 35 to 40 footer	Per Box	1,515.50	605.50	229.50	

PRESCRIBED PPA RATES

IV. SCHEDULE OF RESTRUCTURED CARGO HANDLING TARIFF FOR DOMESTIC CARGOES

With 15% Cost Recovery Adjustment per PPA MC No.
08-2008 dated August 5, 2008 Effective September 7, 2008

BASIS	NON-PALLETIZED		PALLETIZED/UNITIZED	
	ARRASTRE	STEV.	ARRASTRE	STEV.
B. Where cargo handlers' equipment is not utilized, or where the FLC containers are directly loaded unto or unloaded from chassis thereby requiring no other handling.				
10 footer and below	Per Box	246.00	77.50	137.50
Over 10 to 20 footer	Per Box	492.00	197.00	229.50
Over 20 to 35 footer	Per Box	861.00	344.50	229.50
Over 35 to 40 footer	Per Box	984.50	394.00	229.50
C. Containers that are stripped (LCL) or stuffed at pier/wharf terminal inside port zone				
C.1. The above-prescribed arrastre rates for containers shall not apply instead the regular or existing arrastre charges (on contents) shall apply, chargeable against owners/consignees of goods.				
C.2. In addition, stripping or stuffing charges shall be 1/3 of commodity rates to be charged against shipping companies.				

PRESCRIBED PPA RATES

		ARRASTRE		Stevedoring
		Loaded	Empty	
B. Where cargo handlers' equipment is not utilized, or where the FLC containers are directly loaded unto or unloaded from chassis thereby requiring no other handling.				
10 footer and below	Per Box	246.00	77.50	137.50
Over 10 to 20 footer	Per Box	492.00	197.00	229.50
Over 20 to 35 footer	Per Box	861.00	344.50	229.50
Over 35 to 40 footer	Per Box	984.50	394.00	229.50

C. Containers that are stripped (LCL) or stuffed at pier/wharf terminal inside port zone

C.1. The above-prescribed arrastre rates for containers shall not apply instead the regular or existing arrastre charges (on contents) shall apply, chargeable against owners/consignees of goods.

C.2. In addition, stripping or stuffing charges shall be 1/3 of commodity rates to be charged against shipping companies.

9. TERMINAL FEE

The tariff rates and vehicle descriptions stipulated under paragraph 8.1 (RO-RO Self-Propelled), Section 8 (Handling Fees) of PPA Administrative Order No. 05-95, is hereby replaced by the Terminal Fee. The vehicle descriptions and tariff rates for the Terminal Fee shall be those contained in PPA Memorandum Circular No. 17-2003, dated 16 July 2003.

PREScribed PPA RATES

10. HANDLING FEE

A. CHARO

A.1. Container/s mounted on chassis or trailer

		HANDLING FEE	
		Loaded	Empty
Below 10 footer	Per Box	107.00	32.00
10 footer	Per Box	214.00	64.00
Over 10 to 20 footer	Per Box	431.00	174.00
Over 20 to 35 footer	Per Box	752.00	301.00
Over 35 to 40 footer	Per Box	862.00	346.00

A.2. Container/s mounted Conventional cargo (breakbulk, palletized or unitized, live animals, iron and steel products, etc.) loaded on trailers and towed in/out of the RO-RO vessels:

These cargoes shall be charged seventy-five (75%) percent of the arrastre rate for non-palletized cargo in the existing tariff for conventional cargo based on the gross weight.

A.3. Empty Chassis/Trailers

These cargoes shall be charged seventy-five (75%) percent of the arrastre rate for non-palletized cargo in the existing tariff for conventional cargo based on the gross weight.

PRESCRIBED PPA RATES

B. STORO

B.1. Container/s mounted on chassis or trailer

		HANDLING FEE	
		Loaded	Empty
Below 10 footer	Per Box	107.00	32.00
10 footer	Per Box	214.00	64.00
Over 10 to 20 footer	Per Box	431.00	174.00
Over 20 to 35 footer	Per Box	752.00	301.00
Over 35 to 40 footer	Per Box	862.00	346.00

Conventional cargo (palletized or unitized) discharged from trailer and stowed on the wharf or vice-versa:

These cargoes shall be charged 75% of the arrastre rate for palletized cargo in the existing tariff for conventional cargo.

11. OTHER CHARGES

Line Handling Services (Mooring and Unmooring)

Size of Vessel	
Less than 25 GRT	47.00
25 up to 100 GRT	79.00
101 up to 500 GRT	160.00
501 up to 1,000 GRT	200.00
1,001 up to 3,000 GRT	279.00
3,001 up to 5,000 GRT	360.00
5,001 up to 10,000 GRT	480.00
10,001 up to 20,000 GRT	559.00
Above 20,000 GRT	641.00

PRESCRIBED PPA RATES

12. EXTRA LABOR CHARGES

A. Gang of 12 men	Per Hour	182.95
B. Checker	Per Hour	15.40
C. Capataz	Per Hour	18.60
D. Foremen	Per Hour	15.75

NOTE: *The flat rates quoted above for cargo handling services include charges cargo handling gear and equipment, standard labor complement, over-time, meal hour time, differential pay of arrastre/stevedoring gangs and such other regular services and equipment as defined hereunder.*

V. OTHER PRESCRIBED TARIFF RATES

A. Ancilliary Permit Fee (For Port Service Provider and Port Lessee Applicants)	2,016.00
B. Certification Fee (For Port Service Provider Applicant)	56.00
C. Administrative Fee (For Port Lessee Applicants Only)	1,120.00
D. Port User's ID	56.00
E. Light Vehicle Sticker	168.00
F. Cargo Vehicle Sticker	264.00
G. Temporary Vehicle Pass (TVP)	
1. Non-Cargo/Light Vehicle	Php 10.71 + 12% VAT
2. Cargo Vehicle/Truck	Php 21.43 + 12% VAT

PRESCRIBED PPA RATES

H. Parking Fees

1. 1st 6 Hours

Php 50.00 + 12% VAT

2. Incremental Hourly Rate

Php 2.00 + 12% VAT

3. Overnight Parking

Php 85.71 + 12% VAT