



PHILIPPINE
PORTS
AUTHORITY



PORT MANAGEMENT OFFICE OF AGUSAN

Citizen's Charter

A HANDBOOK
2017 Edition



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VISION

By 2020, PPA shall have provided port services of global standards.

MISSION

1. Provide reliable and responsive services in ports, sustain development of communities and the environment, and be a model corporate agency of the government.
2. Establish a mutually beneficial, equitable, and fair relationship with partners and service providers.
3. Provide meaningful and gainful employment while creating a nurturing environment that promotes continuous learning and improvement.
4. Establish a world - class port operation that is globally competitive adding value to the country's image and reputation.

MANDATE

" To establish, develop, regulate, manage and operate a rationalized national port system in support of trade and national development."

CORE VALUES

Excellence. Professionalism, Efficiency
Creativity. Innovation, Adaptability
Customer Satisfaction. Customer Focus
Responsible Citizenship. Sustainability, Accountability
Risk Management
Ethics. Integrity with moral bounds
Sincerity. Commitment to fulfill mandate
Teamwork. Synergy of working together. Esprit de Corps

FEEDBACK & REDRESS MECHANISMS

Please let us know how we have served you by doing any of the following:

Fill up the Customer Feedback Form available at the PMO Administration Building Lobby Guard and Baseport.

Call any of this following telephone numbers:

(085) 342 - 5352
(085) 815 - 3449
(085) 815 - 4434 - Fax
(085) 342 - 6451
(085) 343 - 2220 - Port Police Division
(085) 343 - 2332 - TMO - Nasipit

Thank you so much for helping us improve our services!

APPLICATION FOR CLEARANCE TO DEVELOP

A. Who is the Customer?

Private Persons or Parties

B. What are the requirements?

1. Duly accomplished Unified Application Form (UAF) specifying exact location of the foreshore area, area size in sq., intended use/purpose, proposed structure to be put up and estimated cost of improvements.
2. Summary of Project Scope, description, and Vicinity Map.
3. Duly notarized Omnibus Undertaking (Sworn Affidavit).

C. What are the Steps or Procedures?

1. Customer submits the accomplished UAF to Records Section together with the requirements mentioned as items B2 & B3 for verification in three (3) folders.
2. ESD computes Filing Fee and penalty, if any.
3. Customer pays Filing Fee and penalty, if any. Presents the proof of payment to ESD.
4. Engineering Services Division (ESD) conducts ocular inspection of the site and prepares Inspection/Evaluation Report.
5. Customer secures copy of the endorsement to Head Office of the Application for Clearance to Develop.

D. Who is In-Charge?

Engineering Services Division

E. Duration?

One (1) day and 30 minutes *
* including one (1) after receipt of complete documentary requirements

F. Fees?

Filing Fee - P 1,200.00 (excluding VAT)

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APPLICATION FOR CLEARANCE TO DEVELOP

A. Who is the Customer?

Private Persons or Parties

B. What are the requirements?

1. Duly accomplished Unified Application Form
2. Working drawing/building plans signed by a licensed Civil Engineer
3. Duly Notarized Omnibus Undertaking (Sworn Affidavit)
4. Approved Clearance to Develop

C. What are the Steps or Procedures?

1. Customer submits the accomplished UAF to Records Section together with the requirements mentioned as items B2, B3 and B4 for verification and review (in 3 folders)

2. Customer pays the Filing Fee
3. ESD evaluates drawing/plans and computes Permit Fee and Penalty, if any
4. Customer pays Permit Fee and Penalty, if any
5. ESD prepares Permit to Construct for approval of the Port Manager
6. Customer secures copy of the Permit to Construct

D. Who is In-Charge?

Engineering Services Division

E. Duration?

Four (4) days and Ten (10) minutes after requirements

F. Fees?

1. Permit to Construct Fee

Classification	Project Cost	Fee
Private Non-Commercial Port	Below 10 million pesos	P 20,000.00 plus VAT
	10 million pesos and above	P30,000.00 plus 0.001 (1/10 of 1%) of the excess of P10 million but not to exceed P100,000.00 plus VAT

Classification	Project Cost	Fee
Private Commercial Port	Below 10 million pesos	P 60,000.00 plus VAT
	10 million pesos and above	P30,000.00 plus 0.001 (1/10 of 1%) of the excess of P10 million but not to exceed P100,000.00 plus VAT

2. Penalty for Failure to Commence Construction

Particulars	Fees
Failure to commence construction within six (6) months from the issuance of the permit to construct shall be imposed the corresponding penalty charge. (A grace period of another six (6) months shall be given to private ports owner/s to comply after paying the penalty, after which the permit to construct shall be rendered null and void. The applicant shall be required to re-apply and pay the Permit to	P 50,000.00

Administrative Fees

Particulars	Fee
Filing fee	P 1,000.00+VAT
Change of Name Fee	5,000.00+VAT
Transfer Fee	50,000.00+VAT
Penalty for Constructing without prior clearance from the Authority	100,000.00+VAT

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APPLICATION FOR CERTIFICATE OF REGISTRATION/PERMIT TO OPERATE

VESSELS ENTRANCE AND CLEARANCE

A. Who is the Customer?

Private Persons or Parties

B. What are the Steps or Procedures?

1. Duly accomplished Unified Application Form
2. Copy of the Approved Clearance to Develop
3. Copy of the Permit to Construct
4. Duly Notarized Omnibus Undertaken (Sworn Affidavit)
5. PPA Certification of no outstanding obligations.

C. What are the Steps or Procedures?

1. Customer submits accomplished UAF to Records Section together with the requirements mentioned as items B2, B3, B4, and B5 for review (in 3 folders)
2. Customer pays Filing Fee
3. PSD, ESD and other concerned Divisions conduct evaluation and submit findings/recommendations to Port Manager
4. OPM deny/indorses application to Head Office
5. Customer secures copy off endorsement to Head Office of the Application for Certificate of Registration/ Permit to Operate

D. Who is In-charge?

Office of the Port Manager (OPM)

E. Duration?

Four (4) days and 15 minutes

F. Fees?

Filing Fee P1,000.00 + VAT

CLEARANCE FOR

- a) FORESHORE LEASE APPLICATION (FUA)
- b) MISCELLANEOUS LEASE APPLICATION (MLF)
- c) MISCELLANEOUS SALES APPLICATION (MSA)

A. Who is the Customer?

Private Persons/Parties

B. What are the Documents?

1. Endorsement of Application from DENR-CENRO
2. Vicinity Map/Sketch Plan
3. Documentary Stamp

C. What are the Steps or Procedures?

1. Customer submits to Record Section the requirement mentioned as B1, B2, and B3 for review (in 3 copies)
2. Records Section prepares assessment of Certification Fee
3. Customer pays Certification Fee and present copy to Records Section
4. Records Section forwards Application to OPM then to ESD for evaluation.
5. Customer proceeds to ESD for the schedule on the conduct of Site Verification/Inspection.
6. ESD conducts Site Verification/Inspection and submits inspection/evaluation/report to OPM
7. OPM issues/denies Clearance
8. Customer secures copy of the Clearance from the OPM

D. Who is In-Charge?

ESD

E. Duration?

Two (2) days and 30 minutes

F. Fees?

Certification Fee:

Non-Port Related P 500.00 + VAT

Port Related P 5,120.00 + VAT

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PERMIT TO OPERATE(PTO)

A. Who is the Customer?

Ancillary Service Operator

B. What are the requirements?

1. Application Form for Permit to Operate
2. Omnibus Undertaking Form (Sworn Affidavit)

C. What are the Steps or Procedures?

1. Accomplishes forms online (<https://epms.ppa.com.ph>)
2. Pays the corresponding amount of the PTO Application
3. Presents Official Receipt (OR) to the BDMO
4. Signs in the conforme of the Terms and Conditions
5. Receives copy of the approved PTO (original)

D. Who is In-Charge?

Business Development / Marketing Officer (DBMO)

E. Duration?

Applications will be accepted continually:

1. For applications received between 8:00 AM to 12:00 Noon, permits will be released from 4:00 - 5:00 PM of the same day
2. For Applications received from 12 Noon - 3:00 PM, permits will be released from 10:00 AM - 12:00 Noon of the following day
3. Applications received after 3:00 PM will be treated as Having been received from 8:00 AM to 12:00 Noon and Will be processed accordingly

F. Fees?

1. Annual Regulatory Fee - P 3,240.00
2. Permit Fee - 650.00
3. VAT(12%) - 466.80

PERMIT TO OCCUPY (PTOC)

NEW

A. Who is the Customer?

Lease Applicant

B. What are the requirements?

1. Unified Permit Application Form
2. Omnibus Undertaking Form (Sworn Affidavit)

C. What are the Steps or Procedures?

1. Submits a letter of intent for rental addressed to the Port Manager
2. If approved, accomplishes forms and pay corresponding fees as per computation sheet provided
3. Submits duly accomplished forms and copy of Official Receipt (OR) of payment
4. Attends the Port Safety Induction
5. Submits for Safety Inspection private/personal vehicle/s
6. Procures annual vehicle sticker/s and pedestrian pass/es for all office staff from the Port Police Division(PPD)
7. Signs in the conforme of the Terms and Conditions
8. Signs as Permittee in the approved PTO
9. Receives PTOc (original)

D. Who is In-Charge?

Business Development / Marketing Officer (DBMO)

E. Duration?

30 minutes

F. Fees?

1. Filing Fee - P 1,000.00
2. Two (2) months rental deposit - (area size x prevailing rate for area type being applied for)
3. One (1) month advance - (same as above) rental

PERMIT TO OCCUPY (PTOC)

RENEWAL

A. Who is the Customer?

Lessee

B. What are the requirements?

1. Unified Permit Application Form
2. Omnibus Undertaking (Sworn Affidavit)

C. What are the Steps or Procedures?

1. Submits duly accomplished forms and copy of Official Receipt (OR) of payment of the following:
 - 1.1 Insurance Premium (PPA - issued)
 - 1.2 Filing/Renewal Fee (PPA - issued)
2. Attends the Port Safety Induction
3. Informs PMO Safety Office the schedule of safety inspection at rented facility.

4. Submits for Safety Inspection private/personal vehicle/s
5. Procures annual vehicle sticker/s and pedestrian pass/es for All office staff from the Port Police Division (PPD)
6. Signs in the conforme of the Terms and Conditions
7. Receives copy of the PTOc (original)

D. Who is In-charge?

Business Development / Marketing Officer (BDMO)

E. Duration?

45 minutes

F. Fees?

Filing Fee - P 1,000.00

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ANNUAL PEDESTRIAN PASS

A. Who is the Customer?

Regular Port User

B. What are the requirements?

1. Permit to Operate, as appropriate
2. Master List of employees duly notarized
3. PPA Official Receipt

C. What are the Steps or Procedures?

1. Customer attends Port Basic Safety Induction

2. Customer submits Permit to Operate
3. Customer submits Application for Master List of Employees duly notarized
4. Customer secures payment for Computation Sheet
5. Customer presents PPA Official Receipt
6. Customer submits for the ID Picture Taking
7. Customer receives Pedestrian / ID Pass/es

D. Who is In-Charge?

Port Police Officer on Duty at the PPD Office

E. Duration?

5 minutes

F. Fees?

Application Fee - P 50.00
 ID Lamination - P 10.00
 Port Police Clearance - P 20.00
 12% VAT - P 8.40

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CARGO/NON-CARGO VEHICLE/TRUCK STICKER

A. Who is the Customer?

Regular Port Users

B. What are the requirements?

1. Permit to Operate
2. Master List of Transport units duly notarized
3. LTO Official Receipt / Certificate of Registration (OR/CR)
4. PPA Official Receipt

C. What are the Steps or Procedures?

1. Customer presents Inspection Checklist from Safety Officer
2. Customer submits Permit to Operate
3. Customer submits Application for Master List of employees duly notarized
4. Customer secures payment for Computation Sheet
5. Customer submits copy of PPA Official Receipt
6. Customer submits copy of LTO OR/Cr
7. Customer receives vehicle/truck sticker/s

D. Who is In-Charge?

Port Police Officer on Duty, Port Access Control at the PPD Office

E. Duration?

5 minutes

F. Fees?

P 112.00 (12% VAT included)

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ENTRY OF CARGOES AT THE PORT

A. Who is the Customer?

Shipper/Shipping Line's Representative

B. What are the requirements?

Bill of Lading (BL)
Cargo Handling Operations - Official Receipt

C. What are the Steps or Procedures

Customer presents at the Gate Bill of Lading (BL) of cargoes for loading

D. Who is In-Charge?

Port Police or Security Guard on Duty

E. Duration?

3 minutes

F. Fees?

None

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LOADING OF CARGOES

A. Who is the Customer?

Shipper/Shipping Line's Representative

B. What are the requirements?

For Domestic

1. Bill of Lading (BL)
2. Cargo Handling Operation - Official Receipt

For Export

1. Bill of Lading (BL)
2. Cargo Handling Operation - Official Receipt

C. What are the Steps or Procedures

1. Gate Guard inspects cargo and documents e.g. pro - forma Bill of landing (PBL) issued by the shipping lines, before allowing cargo to enter inside the terminal.

2. Upon entry, cargo is then subjected to weighing or presented to the admeasurer for measurement
3. Shipper proceeds to the shipping company for payment of freight charges
4. Shipping company collects freight charges and issues Bill of Lading (BL) which replaces the PBL
5. Proceeds to One-Stop-Shop
 - 5.1 Customer proceeds to Window 1 and 2
 - 5.2 Customer proceeds to Window 3 CHO Admeasurer
 - 5.3 Customer proceeds to Window 4 CHO Checker
 - 5.4 Customer proceeds to Window 5 CHO Cashier
 - 5.5 Customer proceeds to Window 6 and 7 PPA Encoder
 - 5.6 Customer proceeds to Window 8 Assessment (Vessel and Cargo) In-Charge
 - 5.7 Customer proceeds to Window 9 PPA Cashier
6. PPA-Terminal Operations Officer (PPA-TOO) stamps "OK for Loading" on the BBL
7. CHO handles cargo in the designated temporary facility for loading on the vessel

D. Who is In-Charge?

- Steps 1 & 2 - Gate Security Guard
- Steps 3 & 4 - Shipping Lines
- Step 5 - PPA / CHO
- Step 6 - TOO
- Step 7 - CHO

E. Duration?

25 minutes

F. Fees?

- Domestic Wharfage
- Non - Containerized - P 9.00 per metric ton

- Containerized 10 Ftr - P 63.00
- 20 Ftr - P 126.00
- 35 Ftr - P 157.00
- 40 Ftr - P 189.00
- 45 Ftr - P 221.00

Export Wharfage

- Non - Containerized - P 18.35 per metric ton
- P 15.25 per revenue ton

- Containerized 10 Ftr - P 259.70
- 40 Ftr - P 391.05
- 45 Ftr - P 458.25

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WITHDRAWAL OF CARGOES

A. Who is the Customer?

Consignee / Shipping Line's Representative

B. What are the requirements?

1. Bill of Lading
2. Cargo Handling Operations - Official Receipt
3. PPA - Official Receipt

C. What are the Steps or Procedures?

1. Consignee presents BL to the cargo handling operator (CHO) and pays corresponding cargo handling charges

2. CHO issues Delivery Receipt (DR) and Official Receipt (OR)
3. PPA - Cashier then collects wharfage charges based on BL, issues and PPA - OR and stamps "OK for Release" on the DR and BL
4. Gate Guard inspects cargo and transaction documents for proof of payment of cargo charges. Cargo is then released from the port

D. Who is In-Charge?

One-Stop-Shop Cashier

E. Duration?

15 minutes

F. Fees?

Domestic Wharfage

Non - Containerized - P 9.00 per metric ton
- P 7.00 per revenue ton

Containerized 10 Ftr - P 63.00

20 Ftr - P 126.00

35 Ftr - P 157.00

40 Ftr - P 189.00

45 Ftr - P 221.00

Import Wharfage

Non - Containerized - P 36.65 per metric ton
- P 30.55 pre revenue ton

Containerized 20 Ftr - P 519.35

40 Ftr - P 779.05

45 Ftr - P 916.50

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ASSESSMENT OF CARGO CHARGES

A. Who is the Customer?

Shipper or Cargo owner

B. What are the requirements?

1. Bill of Lading
2. Cargo Handling Operator (CHO) CMCS
3. CHO Cargo Measurement Computation Sheet (CMCS) DR
4. Container List, if applicable
5. Dangerous Cargo Manifest (DCM), if applicable

Import / Export

1. Bill of Lading
2. CHO CMCS
3. CHO DR
4. Container List, if applicable
5. DCM, if applicable
6. Other supplementary documents, whichever is applicable
 - a. Import Entry (import cargoes)
 - b. Export Declaration (export cargoes)

Customers Under Revolving Fund Deposit
Inbound and Outbound Domestic Cargoes

1. Bill of Lading
2. CHO CMCS
3. CHO DR
4. Container List, if applicable

5. Inbound / Outbound Coasting Manifest (IOCM)
6. Dangerous Cargo Manifest (DCM), if applicable

Import / Export Cargoes

1. Bill of Lading
2. CHO CMCS
3. CHO DR
4. Container List, if applicable
5. Inbound / Outbound Foreign Manifest (IOFM)
6. DCM, if applicable
7. Other supplementary documents, whichever is applicable:
 - a. Import Entry (import cargoes)
 - b. Export Declaration (export cargoes)

Customers Under Bank to Bank Deposit

Inbound / Outbound Domestic Cargoes

1. Bill of Lading
2. CHO CMCS
3. CHO DR
4. Container List, if applicable
5. Inbound / Outbound Coasting Manifest (IOCM)
6. Dangerous Cargo Manifest (DCM), if applicable

Import / Export Cargoes

1. Bill of Lading
2. CHO CMCS
3. CHO DR
4. Container List, if applicable
5. Inbound / Outbound Foreign Manifest (IOFM)
6. DCM, if applicable
7. Other supplementary documents, whichever is applicable:
 - a. Import Entry (import cargoes)
 - b. Export Declaration (export cargoes)

C. What are the Steps or Procedures?

Under Cash and Carry System

1. Customer submits the documentary requirements to One-Stop-Shop Cashier - Assessment for evaluation as to completeness of requirements, encoding of cargo details and generation of System-Generated Computation Sheet (SGCS)
2. Customer receives copy of the System - Generated Computation Sheet (SGCS) or Manual Computation Sheet (MCS) and separate MCS for storage charges, if any, in case of system offline
3. Customer proceeds to OSSC - Collection for payment of appropriate charges

Under Revolving Fund Deposit

1. Customer submit the documentary requirements to OSSC-Assessment (CA) for cargo detail encoding
2. CA evaluates completeness of documents, encodes cargo details and generates either the System -Generated Computation Sheet (SGCS), Cargo Invoice (CIV), Miscellaneous Invoice (MIV) or Stevedoring Invoice (SIV), whichever is applicable
3. Customer receives copy of invoices and the List of Invoices by RF customer
4. Customer presents Deposit Slip to One-Stop-Shop Cashier (OSSC) for the replenishment of RF, if applicable, or pays through cheque

Under Bank to Bank Deposit

1. Customer submits the documentary requirements to OSSC - Assessment for cargo detail encoding
2. CA evaluates completeness of documents, encodes cargo details and generates SCGS, CIV, MIV, or SIV, whichever is applicable
3. Customer proceeds to OSSC - Collection and present the duly validated bank deposit slip for the issuance of OR

D. Who is In-Charge?

OSSC - Assessment

E. Duration?

15 minutes

F. Fees?

(please see Annex "B")

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ASSESSMENT OF VESSEL CHARGES

A. Who is the Customer?

Shipping Line

B. What are the requirements?

1. Dockage Report, duly accomplished (4 copies)
2. Notice of Violation, if any

C. What are the Steps and Procedures?

Non - Computerized Ports

1. Customer submits the Dockage Report to the OSSC - Assessment (CA) for the assessment of applicable port charges
2. The CA accomplish the Manual Computation Sheet Dockage Report
3. Customer receives the Computation Sheet and Dockage Report

Computerized Ports

For Cash and Carry Customers

1. Customer submits Dockage Report to the OSSC - Assessment for the assessment of applicable port charges
2. CA generates System Generated Computation Sheet (SGCS) or Manual Computation Sheet (MCS), if offline
3. Customer receives the SGCS or MCS
4. Customer proceeds to OSSC - Collection for payment

For Revolving Fund Deposit

1. Customer submits the Dockage Report to OSSC - Assessment for the computation of applicable port charge
2. OSSC - Assessment (CA) generates Vessel Invoice (VIV). Total vessel charges are automatically deducted from the customer's RF. CA reflects the VIV details in the Dockage Report
3. Customer receives copy of VIV and Lis of Invoices by RF Customer
4. Customer proceeds to OSSC - Collection for the replenishment of RF, if applicable

D. Who is In-Charge?

OSSC - Assessment

E. Duration?

5 minutes

F. Fees?

(please see Annex "A")

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COLLECTION OF CARGO CHARGES

A. Who is the Customer?

Shipper or cargo owner

B. What are the requirements?

1. Systems - Generated Computer Sheet (SGCS) / Manual Computer Sheet (MCS)
2. BIR Form 2307 Certificate (when applicable)
3. Cash / Company Check / Managers Check

C. What are the Steps or Procedures?

Cash and Carry System

1. Customer presents the SGCS/MCS to the OSSC - Collection (CC)
2. Customer pays the total amount based on SGCS/MCS
3. Customer receives Official Receipt
4. OSSC - Collection stamps "OK for Release" on the CS duly signed and date of validity indicated

Revolving Fund Deposit

1. CC checks completeness and accuracy of the Invoices against the List of Invoices by RF
2. Customer pays the amount to replenish the RF
3. If with withholding tax deduction, CC checks BIR Form 2307 against the amount deducted, receives payment and generates OR
4. CC stamps "OK for Release" on the CS, affixes signature and indicates date of validity

D. Who is In-Charge?

OSSC—Collection

E. Duration?

5 minutes

F. Fees?

(please see Annex "A")

COLLECTION OF VESSEL CHARGES

A. Who is the Customer?

Shipping Line

B. What are the requirements?

1. Duly accomplished Dockage Report
2. Systems - Generated Computation Sheet / Manual Computation Sheet (MCS)
3. BIR Form 2307 (when applicable)

C. What are the Steps or Procedures?

Cash and Carry System

1. Customer pays the total amount based on SGCMS/MCS
2. Customer receives Official Receipt

Revolving Fund

1. CC checks completeness and accuracy of Invoices against the list of Invoices by RF Customer
2. Customer pays the amount to replenish the RF
3. If withholding tax deduction, receives payment and generates OR

D. Who is In-Charge?

OSSC - Finance Collection

E. Duration?

5 minutes

F. Fees?

(please see Annex "A")

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ISSUANCE OF HANDLING PERMIT FOR DANGEROUS GOODS (DG)

A. Who is the Customer?

1. Shipper
2. Consignee
3. Shipping Representative

B. What are the Requirements?

For Incoming Dangerous Cargo

1. Application/Request Letter to Discharge DG

2. DG Manifest/List

3. Bill of Lading for Domestic DG

4. DG Foreign Manifest for Imported DG

5. DG Declaration for Imported DG

6. Material Safety Data Sheet (MSDS) for first time shipment of DG as a Shipper

7. Clearance/Permit from PNP, DOH, & PNRI for Class 1, 6.2, & 7, respectively and DENR for hazardous and toxic waste

For Outgoing Dangerous Cargo

1. Application/Request Letter to Load DG

2. Vessel Stowage Plan

3. DG Manifest/List

4. Bill of Lading for Domestic DG

5. Export Declaration, for export DG

6. DG Declaration, for export DG

7. Material Safety Data Sheet (MSDS), for first time shipment of DG of a Shipper

8. Clearance/Permit from PNP, DOH, & PNRI for Class 1, 6.2, & 7, respectively and DENR for hazardous and toxic wastes

C. What are the steps or Procedures?

For Incoming Dangerous Cargo

1. Customer submits the DG Manifest/List to the Officer on Duty at the Marine Section prior to vessel's arrival and handling of dry containerized DG into the port
2. Customer applies for the discharging Handling Permit for Dangerous Cargo (HPDC) and submit requirements in three (3) copies at the Safety Office (SO)
3. Customer submits copy of the HPDC to the CHO

For Outgoing Dangerous Cargo

1. Customer applies for HPDC and submits requirements in three (3) copies at the Safety Office
2. Customer submits copy of the HPDC to the CHO

D. Who is In-Charge?

Chief Safety Officer

E. Duration?

15 minutes

F. Fees?

None

VEHICLE SAFETY INSPECTION

A. Who is the Customer?

1. Transport services Operator
2. Driver/Helper
3. Representative

B. What are the requirements?

1. Vehicle's Certificate of Registration (CR)
2. Vehicle's Official Receipt (OR)

C. What are the Steps or Procedures?

1. Customer presents OR and CR to the Safety Inspector at the Safety Office
2. Safety Office conducts truck inspection
3. Customer receives copy of the Vehicle Safety Inspection Report

D. Who is In-Charge?

Chief Safety Officer

E. Duration?

15 minutes

F. Fees?

None

ISSUANCE OF BUNKERING PRECAUTIONS CHECKLIST

A. Who is the Customer?

1. Master of the Vessel
2. Barge Representative
3. Driver of the truck / helper / representative

B. What are the requirements?

Pre - Transfer Bunker Checklist

C. What are the steps or Procedures?

1. Customer submits the accomplished Pre-Transfer Bunker Checklist to the Safety
2. Customer pays Bunkering Permit Fee / Bunkering Precautions / Checklist at the OSS - Finance Assessment
3. Customer receives copy of Bunkering Precautions / Checklist

D. Who is In-charge?

Chief Safety Officer

E. Duration?

10 minutes

F. Fees?

Domestic Vessel - P 33.60 inclusive of VAT

Foreign Vessel - P 33.60 inclusive of VAT

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ISSUANCE OF MINIMUM SAFETY REQUIREMENTS FOR CARRYING OUT HOT WORK

A. Who is the Customer?

1. Master of the vessel/representative
2. Contractor (construct/repair) / representative
3. Port Worker

B. What are the requirements?

Application / Letter Request to Carry Out Hot Work

C. What are the Steps or Procedures?

1. Customer submits application/letter request to carry out hot work to the Safety Office

2. Customer pays Hot Work Permit/Minimum Safety Requirements for Carrying Out Hot Work at the OSS Finance Assessment
3. Customer receives copy of the Minimum Safety Requirements for Carrying Out Hot Work from the Safety Office

D. Who is In-Charge?

Chief Safety Officer

E. Duration?

10 minutes

F. Fees?

Domestic Vessel - P 33.60 inclusive of VAT

Foreign Vessel - P 33.60 inclusive of VAT

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AVAILMENT OF REEFER POWER SUPPLY

A. Who is the Customer?

Client / Shipper with Refrigerated Container Vans

B. What are the requirements?

Application for Power Supply Services (APSS)

C. What are the Steps or Procedures?

Plugging

1. Customer submits accomplished Application for Power Supply Services to OSS
2. OSS approves to APSS

3. Customer submits to Powerhouse the approved APSS for plugging

Unplugging

1. Customer informs OSSC - Assessment for specific date and time of unplugging reefer vans
2. Customer pays the total amount per assessment
3. Customer presents to Powerhouse the approved APSS and OR for cash transaction or Miscellaneous Invoice (MIV) if payment is through RF for unplugging

D. Who is In-Charge?

Powerhouse Staff

E. Duration?

20 minutes

F. Fees?

P 80.00 per van per hour

00000

AVAILMENT OF TEMPORARY ELECTRIC POWER SUPPLY

A. Who is the Customer?

Port user/supplier who require power supply for their Operations inside the port

B. What are the requirements?

Application for Unified Application for Power Supply Services (UAPS)

C. What are the Steps or Procedures?

Provision of Power Supply

1. Customer submits the accomplished Unified Application for Power Supply Form to GSO
2. General Services Officer approves / disapproves UAPS
3. Customer submit the approved UAPS to Powerhouse

Termination of Power Supply

1. Upon completion of temporary work, customer advises GSO on termination of supply
2. Customer pays the amount due per assessment of power service based on consumption meter reading
3. Customer presents the Official Receipt to the GSO

D. Who is In-Charge?

Powerhouse Staff

E. Duration?

20 minutes

F. Fees?

Rate is based on ANECO Billing per KILOWATTHOUR consumed

Photocopy

- P 2.00 per copy

Annex "A"

A. VESSEL CHARGES

A. 1 Foreign Vessels	Rates
Port Dues	$\text{GRT} \times .081 \times \text{US \$ Rates}$
Dockage - Berth	$\text{GRT} \times .039 \times \text{No. of days} \times \text{US \$ Rate}$
Dockage - Anchorage	$\text{GRT} \times .020 \times \text{No. of days} \times \text{US \$ Rate}$
PPA Share on Pilotage	$\text{GRT} \times \text{Peso-Dollar rate} \times 20\% \times \text{US \$ Rate}$

A. 2 Domestic Vessels	Rates
Usage Fee	$\text{GRT} \times .80 \times \text{No. of days}$
Lay - up Fee	$\text{GRT} \times .80 \times \text{No. of days} \times 50\%$
PPA Share on Pilotage	$\text{GRT} \times \text{prescribed rate} \times 10\%$

1. A fraction of a day is considered one (1) calendar day
2. All port charges are paid prior to departure of vessels
3. Dockage at Berth & Anchorage at private ports are 50% of applicable rates

Pilotage	Rates
Foreign Vessels	in US\$
Up to 5,000 GRT	110.00
5,001 < 10,000 GRT	170.00
10,001 < 15,000 GRT	218.00
15,001 < 20,000 GRT	285.00
20,001 < 30,000 GRT	335.00
30,001 < 40,000 GRT	476.00
40,001 < 60,000 GRT	555.83
60,001 < 80,000 GRT	616.00
80,001 < 100,000 GRT	690.67
100,001 < 120,000 GRT	746.67
120,001 < 130,000 GRT	802.67
130,001 < 140,000 GRT	858.67
Over 140,000 GRT	05 for every excess tonnage

Pilotage	Rates
Coastwise Vessels	In Ph Peso
100 to 500 GRT	41.70
501 to 600 GRT	55.80
601 to 1000 GRT	69.60
1,001 to 3,000 GRT	139.20
3,001 to 5,000 GRT	194.80
5,001 GRT and OVER	300.00

B. CARGO CHARGES

B.1 Wharfage	Rates (in Ph Peso)
Export	
20' F	359.70
40' F	391.05
45' F	458.25
Non-con-MT	18.35
Non-con-RT	15.25
Import	
20' F	519.3
40' F	779.05
45' F	916.50
Non-con-MT	36.85
Non-con-RT	30.55
Foreign Transhipment	Rates (in US \$)
20' F	11.93
40' F	17.77
45' F	20.83
Non-con-MT	0.833
Non-con-RT	0.624
Domestic (Inbound/Outbound)	Rates (in Ph Peso)
10' F	63.00
20' F	126.00
40' F	189.00
Non-con-MT	9.00
Non-con-RT	7.00
Minimum Charge	15.00
Rolling Cargoes	Rates (in Ph Peso)
10- Wheeler	516.00
6-Wheeler	258.00
4-Wheeler	129.00
Motorcycle	65.00

SCHEDULE OF RESTRUCTURED CARGO HANDLING (CH) TARIFF AND OTHER CARGO HANDLING (CH) RELATED CHARGE FOR DOMESTIC & IMPORT/EXPORT CARGOES TERMINAL PORTS OF MASAO/BUTUAN(E)

As of April 27, 2011

CONCORD ARRASTRE AND STEVEDORING CORPORATION (CASCOR)

The flat rates quoted for cargo handling services charged at the Terminal Ports of Masao and Butuan for domestic and import/export cargoes include labor complement, cargo handling and gear, meal hour time, overtime and differential pay of arrastre/stevedoring gangs and such other services and equipment as defined hereunder

WITH 15% COST RECOVERY ADJUSTMENT
PER PPA MC NO. 08-2008 DTD. 08/05/2008
EFFECTIVE SEPTEMBER 7, 2008

I. DOMESTIC CARGO		NON-PALLETIZED		PALLETIZED/UNITIZED	
	BASIS	ARRASTRE	STEV.	ARRASTRE	STEV.
A. GENERAL CARGO	Rev. Ton	89.55	21.00	69.75	14.95
1. PRIME COMODITY					
1.1 Flour	Metric ton	51.45	19.05	40.10	13.55
B. LIVE ANIMALS					
1. Small (hogs, goats & the like)	Per Head	8.00	4.25		
2. Large (cattle, horses & the like)	Per Head	109.00	21.00		

I. DOMESTIC CARGO		NON-PALLETIZED		PALLETIZED/UNITIZED	
	BASIS	ARRASTRE	STEV.	ARRASTRE	STEV.
C. IRON & STEEL PRODUCTS	Rev. Ton	174.40	21.00	135.80	14.95
D. VEHICLES	Rev. Ton	72.30	21.00		
E. HEAVY LIFT 5 to 15 tons	Metric Ton	340.70	21.00		
F. LUMBER	1000 Bd. Ft	162.10	43.70	126.35	31.10
G. LOGS					
1. Lauan/Apitong	1000 Bd. Ft	47.20	43.70		
2. Softwood (falcatu/matchwood)	1000 Bd. Ft	135.40	43.70		
3. Poles & Piles	1000 Bd. Ft	174.05	43.70		
H. PLYWOOD/VENEER/ LAWANIT					
I. RATTAN POLES	Rev. tons	111.45	21.00		

J. CONTAINERIZED CARGO		ARRASTRE		STEVEDORING
		Loaded	Empty	
10 footer and below	Per Box	361.50	108.50	131.50
Over 10 to 20 footer	Per Box	723.00	289.00	219.00
Over 20 to 35 footer	Per Box	1,265.50	506.50	219.00
Over 35 to 40 footer	Per Box	1,446.50	579.00	219.00

Container that are stripped (LCL) or stuffed at Pier/Wharf terminal inside port zone.

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

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

NOTE: Stevedoring rate on containerized cargo for non-self sustaining vessel is exclusive of equipment hire if quay/dock crane or any lifting equipment is supplied and used by the contractor/operator.

K. SPECIAL SERVICES/CHARGES

1. Loading/unloading of cargoes in 200% of stevedoring rate non-self sustaining vessel
2. Standby Charges Per Gang/Hr. 374.25

L. OTHER CHARGES

1. RORO TERMINAL FEE (RRTF)

The applicable RRTFF for RO-RO cargoes for Strong Republic Nautical Highway (SRNH) is under PPA Operations Memorandum Circular No. 01- 2010 dated February 25, 2010 and No. 02 - 2010 dated March 23, 2010.

2. Handling Fee for CHA-RO and STO-RO CHA-RO

		Handling Fee	
a. Container/s mounted on chassis or trailer		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

- b. 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

c. Empty Chassis/Trailers

These cargoes shall be charged fifty percent (50%) of the arrastre rate in the existing tariff for conventional cargo

STO-RO

		Handling Fee	
a. Container/s mounted on chassis or trailers		Loaded	Empty
10 footer and below	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

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

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

3. Line Handling

Size of Vessel	Rate
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

II. IMPORT/EXPORT CARGO		NON-PALLETIZED		PALLETIZED/UNITIZED	
A. GENERAL BREAKBULK	BASIS	ARRASTRE	STEV.	ARRASTRE	STEV.
(cargoes in crates, boxes, cases, drums, bags, and other loose cargoes)	Rev. Ton	51.17	57.60	44.55	40.90
B. HEAVY LIFT					
5 to 15 tons	Metric Ton	151.95	139.75		
Over 15 to 20 tons	Metric Ton	189.05	203.20		
Over 20 tons	Metric Ton	230.45	305.10		
C. ROUND LOGS					
1. Lauan/Apitong	1000 Bd.Ft	47.20	45.70		
2. Softwood (falcata/matchwood)	1000 Bd.Ft	135.40	45.70		
3. Poles & Piles	1000 Bd.Ft	174.05	45.70		
D. SAWN LUMBER					
	1000 Bd.Ft	67.45	70.50	52.55	49.95
E. PLYWOOD/VENEER/LAWANIT					
	Rev. Ton	26.35	70.50	52.55	49.95
F. BULK CARGOES					
	Metric ton	42.60	42.90		

G. SPECIAL CHARGES			
1. Checking Charges		6.90	
2. Rigging boom to opening/closing hatches	Per Hatch	527.05	
3. Shoring/lashing/Unlashing/trimming of cargoes	Per Hr/Man	Same rate for extra labor charge	
4. Extra Labor Charge		Arrastre	Stevedoring
Gang of 14 men	Per Gang Hr	314.20	10.55
Winchman	Per Hour	21.85	28.45
Checker, Leadmen	Per Hr/Man	29.85	39.05
5. Standby Charges-standby time due to causes beyond the control and not through the fault or negligence of contractor including but not limited to waiting for vessel's arrival or to dock, inclement weather, breakdown of vessel's equipment or waiting for cargoes.	Per Hour	274.75	359.10
6. Shifting of cargoes from ship & vice-versa Or from hatch to another hatch			100% of applicable stevedoring rates
7. Shifting of cargo within the same hatch			50 % of applicable stevedoring rates

III. DANGEROUS CARGO

To be charged in accordance with PPA Admin. Order Nos. 02-89 & 01-90 and item No. 8 of the Applicable Term & condition

IV. MINIMUM LABOR COMPLEMENT AND EQUIPMENT REQUIREMENTS

A. Arrastre & Services

Labor

Equipment/ Gear

1. General Cargo

Receiving/Dispatching

12 Arrastre Men

1 Gang Boss

Pallets boards

2 Cargo Dispatcher

Tarpaulins

3 Cargo Receiver

Slings

2 Forklift Optrs.

Dunnage

1 Claim Inspector

Tow-trailers

1 Cargo Overseer

1 Foremen

2. Live Animals

Receiving/Dispatching

6 Arrastre Men

Cargo Net

1 Gang Boss

Wooden Plank

1 Cargo Overseer

Slings

1 Cargo Dispatcher

1 Cargo Receiver

1 Foremen

3. Palletized Cargo

Receiving/Dispatching

12 Arrastre Men

2 Forklifts (3—5 tons)

1 Gang Boss

Trailers

1 Cargo Dispatcher

Tarpaulins

1 Cargo Receiver

Sling

1 Cargo Overseer

Dunnage

1 Claim Inspector

Ladder

1 Foremen

2 Crane Operator

4. Heavy Lift Cargo Receiving/Dispatching

12 Arrastre Men

2 Forklifts
(5 tons and above)

1 Gang Boss

1 Crane

1 Cargo Dispatcher

Slings

1 Cargo Receiver

Tarpaulins

1 Cargo Overseer

Dunnage

1 Claim Inspector

Ladder

2 Operator

1 Crane Operator

5. Log & Lumber Receiving/Dispatching

Same as Palletized
Cargoes except one (1)
Scaler

6. Dangerous/Hazardous Cargoes Receiving/Dispatching

Same as Palletized
Cargoes except
Safety Security Officer

7. Vehicles Receiving/Dispatching

Same as Live Animals
except Drivers

8. Containerized Cargoes Receiving/Dispatching

Same as Heavy Lift
Cargoes

9. Warehouse Storage Receiving/Dispatching

3 Terminals Checkers

B. Stevedoring Services

1. All Types of Cargoes Breakbulk, Dangerous, Containerized

36 Stevedores

All gears below the
hook

3 Winchmen

3 Hatchmen

3 Gang Boss

1 Foremen

1 Timekeeper

1 Claim Inspector

2. Palletized Cargo

Same as above except
for 2 Forklift Operators

2 Forklifts All gears
below the hook

3. Bulk Cargoes

Same as above except
Payload Operator &
Clamshell

2 Payloader
Bucket
Clamshell
Slings

PORT OF NASIPIT (C)
SCHEDULE OF RESTRUCTURED CARGO HANDLING
(CH) TARIFF AND OTHER CARGO HANDLING (CH) RELATED
CHARGES FOR DOMESTIC & IMPORT/EXPORT CARGOES
NASIPIT INTEGRATED ARRASTRE & STEVEDORING
SERVICES INC. (NIASSI)
As of June 24, 2013

The flat rates quoted below for cargo handling services include charges for cargo handling gear and equipment, standard labor complement, overtime, meal hour time and differential pay of arrastre and stevedoring gangs and such other regular services & equipment as defined hereunder.

WITH 10% COST RECOVERY ADJUSTMENT
 PER PPA MC NO. 04-2013 DTD 05/20/2013
 EFFECTIVE JUNE 24, 2013

I. DOMESTIC CARGO		NON-PALLETIZED		PALLETIZED/UNITIZED	
	BASIS	ARRASTRE	STEV.	ARRASTRE	STEV.
A. GENERAL CARGO	Rev. Ton	89.55	21.00	69.75	14.95
1. PRIME COMODITY					
1.1 Flour	Metric ton	51.45	19.05	40.10	13.55
B. LIVE ANIMALS					
1. Small (hogs, goats & the like)	Per Head	8.00	4.25		
2. Large (cattle, horses & the like)	Per Head	109.00	21.00		

G. LOGS					
1. Lauan/Apitong	1000 Bd.Ft	50.95	48.40		
2. Softwood (falcata/ matchwood)	1000 Bd.Ft	145.95	48.40		
3. Poles & Piles	1000 Bd.Ft	187.60	48.40		
H. PLYWOOD/ VENEER/LAWANIT					
	Rev. Ton	105.05	23.20	81.80	16.45
I. RATTAN POLES					
	Rev. Ton	120.10	23.20		
J. CONTAINERSIZED CARGO		ARRASTRE		STEVEDORING	
		Loaded	Empty		
10 footer and below	Per Box	391.50	117.50	142.50	
Over 10 to 20 footer	Per Box	783.50	312.50	237.00	
Over 20 to 35 footer	Per Box	1,371.00	548.50	237.00	
Over 35 to 40 footer	Per Box	1,566.00	626.00	237.00	

Containers that are stripped (LCL) or stuffed at Pier/Wharf terminal inside port zone.

1. The above-prescribed arrastre rates for container shall not apply, instead the regular or existing arrastre charges (on contents) shall apply, chargeable against owner/consignees of goods
2. In addition, stripping or stuffing charges shall be 1/3 of commodity rates to be charged against shipping companies.

NOTE: Stevedoring on containerized cargo for non-self sustaining vessel is exclusive of equipment hire if quay/dock crane or any lifting equipment is supplied and used by the contractor/operator.

K SPECIAL CHARGES

1. Loading/unloading of cargoes in non-self sustaining vessel 200% of stevedoring rate
2. Standby Charges Per Gang/Hr 360.10

L. OTHER CHARGES

1. RORO TERMINAL FEE (RRTF)

The applicable RRTF for Ro-Ro cargoes for Strong Republic Nautical Highway (SRNH) is under PPA Operations Memorandum Circular No. 01-2010 dated February 25, 2010 and No. 02-2010 dated March 23, 2010.

2. Handling Fee for CHA-RO and STO-RO

CHA-RO

Handling Fee

a. Container/s mounted on chassis or trailer		Loaded	Empty
Below 10 footer	Per Box	118.00	35.00
10 footer	Per Box	235.00	70.00
Over 10 to 20 footer	Per Box	474.00	191.00
Over 20 to 35 footer	Per Box	827.00	331.00
Over 35 to 40 footer	Per Box	948.00	381.00

- b. 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

The 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.

c. Empty Chassis/Trailers

These cargoes shall be charged fifty (50%) percent of the arrastre rate in the existing tariff for conventional cargo

STO-RO

Handling Fee

a. Container/s mounted on chassis or trailers		Loaded	Empty
10 footer and below	Per Box	118.00	35.00
10 footer	Per Box	235.00	70.00
Over 10 to 20 footer	Per Box	474.00	191.00
Over 20 to 35 footer	Per Box	827.00	331.00
Over 35 to 40 footer	Per Box	948.00	381.00

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

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

3. Line Handling

SIZE OF VESSEL	Rate
Less than 25 GRT	51.00
25 up to 100 GRT	86.00
101 up to 500 GRT	174.00
501 up to 1,000 GRT	214.00
1,001 up to 3,000 GRT	301.00
3,001 up to 5,000 GRT	388.00
5,001 up to 10,000 GRT	517.00
10,001 up to 20,000 GRT	604.00
above 20,000 GRT	690.00

II. IMPORT/EXPORT CARGO		NON-PALLETIZED		PALLETIZED/UNITIZED	
A. GENERAL BREAKBULK	BASIS	ARRASTRE	STEV.	ARRASTRE	STEV.
(cargoes in crates,, boxes, cases, drums, bags, and other loose cargoes)	Rev. Ton	96.80	114.30	75.35	80.95
B. HEAVY LIFT					
5 to 15 tons	Metric Ton	167.15	153.75		
Over 15 to 20 tons	Metric Ton	207.95	223.50		
Over 20 tons	Metric Ton	259.00	335.00		
C. ROUND LOGS					
1. Lauan/Apitong	1000 Bd Ft	51.90	51.70		
2. Softwood (falcata/matchwood)	1000 Bd Ft	148.95	51.70		
3. Poles & Piles	1000 Bd Ft	191.45	51.70		
D. SAWN LUMBER					
	1000 Bd Ft	99.95	104.95	77.70	74.05
E. PLYWOOD/ VENEER/LAWANIT					
	Rev. Ton	29.00	43.50	22.60	30.85
F. BULK CARGOES					
	Metric ton	46.85	47.20		

G. SPECIAL CHARGES			
1. Checking Charges		7.85	
2. Rigging boom to opening/ closing hatches	Per Hatch	595.00	
3. Shoring/lashing/ Unlashing/ trimming of cargoes	Per Hr/Man	Same rate for extra labor charge	
4. Extra Labor Charge		Arrastre	Stevedoring
Gang of 14 men	Per Gang Hr	354.65	463.55
Winchman	Per Hour	24.75	32.20
Checker, Leadmen	Per Hr/Man	33.65	44.00
5. Standby Charges - standby time due to causes beyond the control and not through the fault or negligence of contractor including but not limited to waiting for vessel's arrival or to dock, inclement weather, breakdown of vessel's equipment or waiting for cargoes.	Per Hour	310.35	405.50
6. Shifting of cargoes from ship & vice-versa Or from hatch to another hatch			100% of applicable stevedoring rates
7. Shifting of cargo within the same hatch			50 % of applicable

H. OTHER CHARGES

SIZE OF VESSEL	Rate
Less than 10,000 GRT	643.00
10,000 - 20,000 GRT	736.00
20,001 - 30,000 GRT	920.00
above -30,000 GRT	1,104.00

III. DANGEROUS CARGO

To be charged in accordance with PPA Admin. Order Nos. 02-89 & 01-90 and item No. 8 of the Applicable Term & condition

IV. MINIMUM LABOR COMPLEMENT AND EQUIPMENT REQUIREMENTS

A. Arrastre & Services

Labor Equipment/ Gear

1. General Cargo

12 Arrastre Men 2 Forklift (3—5 tons)

Receiving/Dispatching

1 Gang Boss Pallets boards

2 Cargo Dispatcher Tarpaulins

3 Cargo Receiver Slings

2 Forklift Optrs. Dunnage

1 Claim Inspector Tow-trailers

1 Cargo Overseer

1 Foremen

2. Live Animals

6 Arrastre Men Cargo Net

Receiving/Dispatching

1 Gang Boss Wooden Plank

1 Cargo Overseer Slings

1 Cargo Dispatcher

1 Cargo Receiver

1 Foremen

3. Palletized Cargo

12 Arrastre Men 2 Forklifts (3—5 tons)

Receiving/Dispatching

1 Gang Boss Trailers

1 Cargo Dispatcher Tarpaulins

1 Cargo Receiver Sling

1 Cargo Overseer. Dunnage

1 Claim Inspector Ladder

1 Foreman

2 Operator

4. Heavy Lift Cargo

Receiving/Dispatching

12 Arrastre Men 2 Forklifts (5 tons and above)

1 Gang Boss 1 Crane

1 Cargo Dispatcher Slings

1 Cargo Receiver Tarpaulins

1 Cargo Overseer. Dunnage

1 Claim Inspector Ladder

2 Operator

1 Crane Operator

5. Log & Lumber

Receiving/Dispatching

Same as Palletized Cargoes except one (1) Scaler

6. Dangerous/Hazardous Cargoes

Receiving/Dispatching

Same as Palletized Cargoes except Safety Security Officer

7. Vehicles

Receiving/Dispatching

Same as Live Animals except Drivers

8. Containerized Cargoes

Receiving/Dispatching

Same as Heavy Lift Cargoes

9. Warehouse Storage

Receiving/Dispatching

3 Terminals Checkers

B. Stevedoring Services

1. All Types of Cargoes

Breakbulk, Dangerous,
Containerized

36 Stevedores

All gears below the
hook

3 Winchmen

3 Hatchmen

3 Gang Boss

1 Foreman

1 Timekeeper

1 Claim Inspector

2. Palletized Cargo

Same as above except
for 2 Forklift Operators

2 Forklifts All gears
below the hook

3. Bulk Cargoes

Same as above except
Payload Operator &
Claimshell

2 Payloader
Bucket
Claimshell
Slings