



Republika ng Pilipinas
PANGASIWAAN NG DAUNGAN NG PILIPINAS
(PHILIPPINE PORTS AUTHORITY)
Marsman Bldg South Harbor Port Area
Manila Philippines

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JAN 18 1995

PPA ADMINISTRATIVE ORDER
NO. 02 -95

Rec'd

T O : All District Managers, Port Managers
Cargo Handling Contractors and
Vessel Owners/Agents
And Others Concerned

SUBJECT : Revised Guidelines in the Implementation of
the Vessel Operations Commitment (VOC)
Between Authorized Cargo Handling Contractor
and Vessel Owner/Agent

1. AUTHORITY

- 1.1 Sections 2 a) and b); and 6 a), (11), (111), and (x), PD 857;
- 1.2 PPA MO No. 04-87 dated 27 February 1987

2. SCOPE

- 2.1 The VOC, as herein revised, shall be implemented in all baseports and other PPA manned terminals with authorized cargo handling (CH) contractors/operators by the Port Management Office and the Port District Office exercising jurisdiction thereon.

3. OBJECTIVES

- 3.1 To ensure efficient CH operations and faster turn-around time of vessels in the port.
- 3.2 To enhance efficient port services.
- 3.3 To promote harmonious relationship between port users and PPA.

4. PURPOSE

- 4.1 To provide a system/mechanism by which the cargo handling operator and shipping line in the port can stipulate thru Vessel Operations Commitment (VOC) their respective requirements and responsibilities and the subsequent evaluation and analysis of the actual implementation thereof thru the Post Vessel Operations Evaluation Report (PVOER).
- 4.2 To determine, establish, improve cargo handling productivity rates per commodity type.

PHILIPPINE PORTS AUTHORITY

PVGR FORM

ANNEX B

POST VESSEL OPERATIONS EVALUATION REPORT

PORT OF _____
 PMO _____
 TERMINAL OFFICE _____
 HANDLING OPERATION _____

DATE _____

Vessel Name _____
 Vessel Type _____
 ATA Date _____ Time _____
 Idle Time _____
 Route _____ Foreign _____ Domestic _____

Shipping Co _____
 Cargo Handling Co _____
 ATD Date _____ Time _____
 Registry No /Voyage No _____
 Berth _____ Anchorage _____

GANG COMPLEMENT

Number of Gangs _____ Arrastre _____
 _____ Stevedoring _____
 Number of Men / Gang _____ Arrastre _____
 _____ Stevedoring _____

GEARS AND EQUIPMENT SUPPLIED

DESCRIPTION	VESSEL	ARRAS	STEV	DESCRIPTION	VESSEL	ARRAS	STEV

TYPE OF CARGO	UNLOADED		LOADED	
	TOTAL MT/BOXES HANDLED	SERVICE TIME (NET HOURS)	TOTAL MR/BOXES HANDLED	SERVICE TIME (NET HOURS)

PROBLEMS ENCOUNTERED _____

ACTIONS/TAKEN _____

PREPARED BY

CONFIRMED BY

NOTED BY

NAME OF CARGO HANDLING COMPANY

NAME OF SHIPPING COMPANY

TERMINAL SUPERVISOR
 (SIGNATURE OVER PRINTED NAME)

PRINTED NAME AND SIGNATURE OF
 OPERATIONS MANAGER

PRINTED NAME AND SIGNATURE
 OF VESSEL OWNER/AGENT

I N S T R U C T I O N S

1. GENERAL INFORMATION

1.1 Indicate clearly the name of vessel; shipping company/agent/charterer; vessel type; cargo handling company, actual date/time of arrival/ departure (military time); idle time of the vessel; registry/voyage number; vessel route; and where the vessel was serviced at either berth or anchorage.

2. GANG COMPLEMENT

2.1 The actual number of gang and men per gang deployed should be indicated for both arrastre/stevedoring work for a particular vessel.

2.2 Any change in the number of gang or its composition during the service time of any vessel must be indicated in the "Problems Encountered" column specifically the shift/time or number of gang/men per gang when such changes were made.

3. GEARS AND EQUIPMENT SUPPLIED

3.1 The CH equipment/gears supplied by the vessel, arrastre/stevedoring companies should be listed in the columns provided and described as e.g. "growa", crane, swing boom, etc;

4. TYPE OF CARGO (Unloaded/Loaded)

4.1 The type of cargo handled (unloaded/loaded) per commodity type should be specified/classified as containers (empty/loaded), bulk (dry/liquid), breakbulk (loose/palletized), livestock (animals), rolling stock (on wheels/vehicles), logs/lumber and iron steel product.

4.2 The total net service time for each commodity type unloaded or loaded should be reflected in number of "hours" to include the fractions of 1 hour. Less than 1 hour service time for a particular commodity type must be indicated in 2 decimal points.

5. PROBLEMS ENCOUNTERED

5.1 Problems encountered during the servicing of a particular vessel and the corresponding actions taken, should be written in the column provided. This will explain the difference between the commitments and the actual rendered specifically for low or over productivity.

6. ADDITIONAL INSTRUCTIONS

6.1 The names appearing in this computerized PVOER Form (for Prepared By; Confirmed By; and Noted By) must be clearly/legibly typed or printed by the persons authorized to prepare and sign this form. Likewise, the names of the company being represented must be properly indicated. Any erasures or strike-overs made during the preparation of the PVOER form should bear the initials/signatures of the person preparing said form.

6.2 Upon receipt of accomplished PVOER Forms, the Terminal Supervisor or his duly authorized representative must check and evaluate the report and should account for all data entered in the form. The TS must ensure that prepared copies of PVOER should be legible and readable.

6.3 All entries provided under each column of this form should be filled up. Indicate "NA" where data for entry is "not applicable".

5. GUIDELINES

5.1 Vessel Operations Commitment (VOC)

- 5.1.1 The VOC (Annex "A" hereof) shall be executed by shipowners/agents of all vessels, whether foreign or domestic, with PPA authorized cargo handling operators in the port, in accordance with the specific instructions attached thereto as "Annex A-1". It shall be submitted to the PMO or its Terminal Management Office (TMO).
- 5.1.2 The VOC shall specify the particular cargo handling service requirements of every vessel in the port, and the commitment of the cargo handler, considering such factors as, but not limited to, type of vessel and lifting gears, handling equipment to be provided for arrastre/stevedoring works, necessary gang compliment, cargo classification type and the targetted productivity rate per commodity type in metric tons for containerized cargoes and in boxes for containers.
- 5.1.3 A quarterly or annual VOC shall be updated when necessary to modify the cargo handling service requirements of the vessel and/or commitments of the cargo handler.

5.2 Post Vessel Operations Evaluation Report (PVOER)

- 5.2.1 The PVOER (Annex "B" herein) shall be accomplished in accordance with the specific instructions appended as Annex "B-2" thereof, the following day after completion of the vessel operations by the authorized PPA cargo handler, confirmed by the vessel owner/agent and attested by Terminal Supervisor or Terminal Offices after which it shall be submitted to the latter.
- 5.2.2 The Terminal Supervisor or his representative shall analyze and evaluate actual implementation of the VOC by the cargo handler and vessel owner/agent in terms of their respective responsibilities therein. Problems arising during such implementation shall be discussed by the concerned parties and remedial measures shall be effected by them.



5.3 Productivity Summary Report (PSR)

5.3.1 The monthly PSR (Annex "C" hereof) of the PMO/TMO shall contain the cargo handling productivity rates derived from all the PVOERs processed within the month and shall be prepared by the Terminal Supervisor of the baseport and Terminal Officer of the TMOs and submitted to the PSD manager.

5.3.2 The Semi-Annual PSR (Annex "D" hereof) of the PMO shall contain the productivity rates derived from monthly PSR and shall be prepared by the Port Manager on a 6-month basis and on the first week of July for the January-June of same year and on the first week of January of the following year for the July to December of the previous year. Copies of this PSR shall be submitted to the PDO Manager and AGM for Operations for his and GM's information.

5.4 Responsibilities of Field Operations personnel in the Implementation of the VOC and PVOER

5.4.1 The PDO Manager, PMO Manager, PSD Manager of the PMOs, TS, STOOs, TOOo and other concerned operations personnel shall, within their respective level of responsibilities, monitor/supervise the actual implementation of the VOC and accomplishment of the PVOER; determine the cargo handling productivity rates per type of commodities handled in their ports, devise system or take appropriate measures/remedial action to improve said rates in coordination with cargo handlers and shipping lines concerned.

5.4.1 The CH productivity rates per Net Gang Hour and per commodity type for the years 1991-1993 contained in Annex "E" hereof, which are derived from the data so far submitted to PPA Head Office (POSD) by the PDOs/PMOs, shall serve as reference/guides or starting points in the task of determining CH productivity rates and improving them by cargo handlers and shipping lines concerned.

6. PMO Guidelines

6.1 The Port Manager is hereby empowered to issue local Memorandum Circular designed to effectively implement this Order.



7. Penalty Clause

7.1 Violation or non-compliance with any of the provisions of this Order shall subject the respondent to appropriate penalty prescribed in applicable PPA regulations or to cancellation of permit/contract in case of cargo handler.

8. Rescission Clause

8.1 PPA MO No. 10-89 and unnumbered Memorandum dated 30 March 1990 relating to VOC/PVOER are hereby rescinded and PPA MO No. 04-87 dated 27 February 1987 and other PPA rules and regulations inconsistent herewith are amended or modified accordingly.

9. Effectivity

9.1 This Order shall take effect upon its approval.


CARLOS L. AGUSTIN

Encls. . Annex A, B, C, D & E

I N S T R U C T I O N S

GENERAL

1. This VOC must be prepared quarterly, as a rule, by all cargo handlers in agreement with vessel (on regular run) owner/agent and submitted to the PMO or TO on the 5th day of the start of the quarter. An annual VOC, if possible, may be prepared, to be submitted on the 15th of January of the year.
2. A separate VOC is required for each call of all tramping or foreign vessels not included in the quarterly VOC as discussed by the contractor and shipping agent/cargo owner in a pre-operations planning/berthing meeting conducted a day before the scheduled arrival of said vessel and submitted to the PMO/TO immediately before such arrival.
3. All duly accomplished VOCs shall be kept in the Port Services Division of the PMO for analysis.

SPECIFIC

1. Indicate in the heading the name of the port/terminal office (TO), the period (regular vessels) or date of vessel call (tramping) and handling operation (arrastre or stevedoring).
2. In the first column of the VOC, list all vessels per shipping company being serviced by the CH contractor. Prepare separate VOC for each shipping company. Use additional sheets, if necessary.
3. In the second column, indicate the type of vessel i.e., container (CONTR), RO-RO (RORO), passenger cargo (P/CAR), conventional/containerized (COMBO), barge (BARGE), conventional (CONVE), batels, other types (specify).
4. List the vessel's gears to be used in the third column.
5. Fourth and fifth column shall specify the type and number of CH gears and equipment to be required separately for arrastre and stevedoring operations of each vessel in conformity with the cargo classification/type and mode of handling for each vessel.
6. In the sixth column, indicate separately the number of gang requirement for each vessel.
7. Seventh column shall specify the number of men per gang requirement of the vessel.
8. To commit the desired productivity rate, the same shall be related to classification of a vessel's cargo that must be indicated in the eighth column and classified as containers (empty/loaded), bulk (dry/liquid), breakbulk (loose/palletized), live stock (animals), rolling stock (on wheels/vehicles) logs/lumber and iron/steel product. Other cargo classification prevailing in a particular port shall be included where specific productivity rates are required.
9. Ninth column shall contain committed productivity rates by the contractor in agreement with the shipping agent/owner (per cargo type and mode of handling) in metric tons per net gang hour, except containers which shall be indicated in boxes per net gang hour. The commitment can be based on the contractor's experience of servicing/working on said vessels. Existing productivity rates may be the basis for any agreement to be committed.
10. The VOC Form must be signed by the Operations Manager of the contractor and vessel owner/agent reviewed by the PSD Manager and attested by the Port Manager in the space provided for, and a copy submitted to the PDO. For VOCs on a per-call basis, the same shall be prepared, signed, reviewed and attested by the personnel concerned, with the corresponding PVOER attached thereto when submitted to the PDO.

CARGO HANDLING PRODUCTIVITY PER COMMODITY TYPE
FOR THE YEARS 1991 - 1995

PMO/PTD	COMMODITY TYPE	CARGO HANDLER	PRODUCTIVITY/NSH		
			1991	1992	1995
PDO-LUZON					
1 BATANGAS					
	Breakbulk	Aries Arrastre	14		
	Breakbulk	Balanacan A & S Services	15	12	10
	Ro-Ro		14	17	21
	Breakbulk	Buyabod A & S Services	15	15	17
	Breakbulk	San Miguel S & A Services	10	14	15
2 PUERTO PRINCESA					
	Breakbulk	Prudential Customs Brokerage Services Inc.	15		
	Containerized		8		
	Breakbulk	Coron Stev. & Arrastre	10		
	Breakbulk	Buena Suerte A & S	10		
	Breakbulk	Prudential Customs	12		
3 LEGAZPI					
	Breakbulk	Regal Arrastre & Stevedoring Inc.	25	31	32
	Containerized		30	32	32
	Bulk		8		
	Breakbulk			34	35
	Breakbulk	Masbate Consolidated Arrastre Inc.	18	19	18
	Palletized		0	26	26
	Livestock			54	45
				36	31
	Ro-Ro	STASCO	25	29	31
SAN FERNANDO					
	Breakbulk	Northern Carriers. Inc.	15	18	21
	Bulk		50	65	51
	Palletized			55	
	Livestock			88	
PDO-MANILA					
5 NORTH HARBOR					
	Breakbulk	Vitas Port Arr. Services	24	34	
	Containerized		6		
	Palletized			54	
MICT					
	Containerized	ICTSI	15		
6 SOUTH HARBOR					
	Containerized	Asian Terminal Inc.	15		
	Breakbulk		15		

*Pier 18 only

PMO/PTO	COMMODITY TYPE	CARGO HANDLER	PRODUCTIVITY/NGH		
			1991	1992	1993
PDO-VISAYAS					
> ILOILO					
	Breakbulk Containerized	VISVETS/ILIASCO	18		
	Breakbulk Containerized	Integrated S & A Corporation	21	8	
> TAACLUBAN					
	Breakbulk Containerized	Leyte Integrated Port Services, Inc.	21	26	24
	Breakbulk Containerized	Ocenar-Maqueda Bay Port Arrastre & Stevedoring	8	21	17
	Breakbulk Containerized	Roble Arrastre, Inc.		11	
	Breakbulk Containerized	Sabas Arrastre Services		12	14
	Breakbulk Containerized	New Eagle Arrastre Serv.		11	13
	Breakbulk Containerized	Palompon Arrastre Corp.		12	24
	Breakbulk Containerized	Cipres Stev. & Arrastre Services, Inc.		52	14
	Breakbulk Containerized	Elmar s Stevedoring Arr.	20	12	48
	Breakbulk Containerized	Quijano Terminal Serv.	9	14	15
	Breakbulk Containerized		28	28	38
	Breakbulk Containerized		32	11	11
	Breakbulk Containerized			28	23
	Breakbulk Containerized			32	20
PDO-SOUTHERN MINDANAO					
> ZAMBOANGA					
	Breakbulk Containerized	ZASCO/USAC	20	18	19
	Breakbulk Containerized	Zamboanga Integrated Group	13	13	12
	Breakbulk Containerized	Basilan Dockhandlers		21	
	Breakbulk Containerized	ADIDAZISAS		16	19
	Breakbulk Containerized	ADIDAZISAS		14	
	Breakbulk Containerized	ADIDAZISAS		14	
	Breakbulk Containerized	ADIDAZISAS		17	
	Breakbulk Containerized	ADIDAZISAS		7	
	Breakbulk Containerized	ADIDAZISAS		18	18
	Breakbulk Containerized	ADIDAZISAS		10	9
	Breakbulk Containerized	ADIDAZISAS		40	65
	Breakbulk Containerized	ADIDAZISAS		45	
> DAVAO					

PMO/PTO	COMMODITY TYPE	CARGO HANDLER	PRODUCTIVITY/NSH		
			1991	1992	1993
POLLOC	Breakbulk	PTC-MPSI	10	9	8
	Palletized		40		
Kalamansig	Breakbulk	Buenafior Arrastre		14	12
GENERAL SANTOS	Breakbulk	South Cotabato Integ. Port Services Inc.	20	49	52
	Containerized		12	11	10
	Bulk			44	
	Palletized			29	
JOLO	Livestock			107	57
	Breakbulk	Sulu Unique A & S		18	
	Bulk			25	
Siasi	Breakbulk	Siasi Arrastre Serv.		11	
PDO-NORTHERN MINDANAO					
SURIGAO	Breakbulk	APHC/STU/Bilang-Bilang Arr.	14	19	14
	Containerized		6	12	7
	Palletized		27	34	35
	Bulk		30	24	35
NASIPIT	Breakbulk	Nasipit Integrated A & S Services	22	14	35
	Containerized		9	91	12
	Palletized			202	75
	Ro-Ro				144
CAGAYAN DE ORO	Breakbulk	CASCO/IMPORT	24	36	39
	Containerized		11	14	13
	Bulk		69	51	43
	Palletized		33	37	50
ILIGAN	Breakbulk	IMASCO	20		
	Containerized		8		
Ozamiz	Breakbulk	Integrated Port Services of Ozamiz	18		
	Containerized		9		
	Bulk		46		