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SEP 04 2013

PPA ADMINISTRATIVE ORDER
NO. 02 - 2013



T O : Manila North Harbour Port, Inc. (MNHPI)
Philippine Liners Shipping Association, Inc. (PLSAI)
Manila Bay Harbor Pilots' Partnership (MBHPP)
All Domestic Shipping Lines/Companies and Others Concerned

SUBJECT: **GUIDELINES ON THE MANAGEMENT AND ALLOCATION OF BERTHS AT MANILA NORTH HARBOR**

1. **AUTHORITY**

- 1.1 Sections 6-a (v) and 26 of Presidential Decree 857, "Revised Charter of the Philippine Ports Authority"
- 1.2 PPA Administrative Order No. 13-77, "General Port Regulations of the Philippine Ports Authority"
- 1.3 PPA Administrative Order No. 04-83, "Guidelines in the Issuance of Berthing Permit and Related Berthing Instructions to Vessels Engaged in Coastwise Trade"
- 1.4 PPA Memorandum Circular No. 11-96, "Designation Of Anchorage Grounds at PMO Baseports"
- 1.5 PPA Memorandum Circular No. 14-2012, "Designation of Additional Anchorage Areas at the Manila North Harbor"
- 1.6 Section 4.02, Article IV of the Contract for the Development, Management, Operation and Maintenance of the Manila North Harbor entered into by the Philippine Ports Authority (PPA) and Manila North Harbour Port Inc. (MNHPI) on 19 November 2009
- 1.7 PPA Memorandum Circular No. 19-96, "Revised Guidelines and Standard Operating Procedures in the Port During Inclement Weather"

VISION

By 2030, customers doing business in our ports shall experience full and sustained productivity, efficiency, comfort, connectivity, safety and security.

MISSION

We commit to provide reliable and responsive services in our ports, sustain development of our port communities and environment and be a model corporate agency of the government.

1.8 PPA AO 03-06 Guidelines Implementing the Vessel Traffic Management System at the Port District of Manila

2. SCOPE

These guidelines shall apply to all vessels calling at Manila North Harbor, the project area subject of the Contract between PPA and MNHPI. Specifically, this shall govern the management and allocation of berths at Isla Puting Bato, Piers 2 to 16, Marine Slipway and the anchorage areas of North Harbor.

3. OBJECTIVES

- 3.1 To establish the responsibility of MNHPI and PPA in undertaking berth management inside Manila North Harbor;
- 3.2 To prescribe guidelines on the allocation of berths and movement of vessels at Manila North Harbor to ensure that the berths are efficiently utilized;
- 3.3 To prevent damage to the port facility and the vessels berthed thereat.

4. GUIDELINES

- 4.1 As a general rule, the common-user and the "first come-first served" policies in determining the berthing priorities of vessels shall be followed. This may, however, be modified to accommodate the vessels stated in Section 6 hereof.
- 4.2 The management and allocation of berths and shifting of vessels inside Manila North Harbor and at the inner breakwater shall be the responsibility of MNHPI pursuant to its Contract with PPA.
- 4.3 The assignment of berths at the anchorage areas outside of the breakwater of North Harbor shall be the responsibility of and must be coordinated with the Authority. As such, the application for berth thereat shall be filed with and approved by PPA.
- 4.4 However, as provided in Section 7.1. hereof, and to prevent damage to vessels and port facilities, MNHPI may order the shifting of vessels to the anchorage areas outside of the breakwater of North Harbor provided PPA is immediately notified of such vessel movement.
- 4.5 Entry and departure clearances of vessels shall continue to be secured from and granted by PPA. In this regard, MNHPI shall ensure that prior clearance from the Authority has been secured before allowing the departure of the vessel for her next port of call.

- 4.6 No vessel shall be allowed to undertake any repair while at berth unless with prior authority from PPA.
- 4.7 Except as provided under Section 6 hereof, only vessels that will load/unload cargo/passengers shall be allowed to berth inside Manila North Harbor. The berth shall not be used by idle vessels.
- 4.8 Masters of vessels shall ensure that their vessel always has adequate responsible officers and men who could move the vessel when ordered to do so.
- 4.9 Nothing prescribed herein shall preclude the Authority from directing the movement of any vessel to the anchorage area outside of the breakwater, if the Authority deems it necessary. Any expense incurred in complying with the said directive shall be borne by the owner of the vessel concerned.

5. BERTHING APPLICATION

- 5.1 The application for berth shall be submitted to and approved by MNHPI as follows:
 - 5.1.1 at least Twenty-Four (24) hours before the Estimated Time of Arrival (ETA), for Regular-Run Vessels;
 - 5.1.2 at least Thirty-Six (36) Hours before ETA, for Tramping Vessels. In order to immediately generate the Ship Call Number (SCN); the shipping company shall furnish PPA with a copy of the berth application duly processed and approved by MNHPI upon entrance.
- 5.2 The prescribed periodic reports on vessel calls, actual arrivals/departures, berthing assignments and other data on vessel movements shall be submitted by MNHPI to PPA.

6. BERTHING PRIORITIES

As a general rule, the "first-come, first-served" policy on berth allocation based on the ETA of the vessel shall be observed. However, exceptions may be exercised for the following:

- 6.1 Vessels in distress or in a state of emergency, where life or property is endangered;
- 6.2 Vessels of the Philippine Government on official business or purpose;
- 6.3 Vessels carrying embarking/disembarking passengers;

- 6.4 Vessels carrying perishable goods or livestock for unloading without delay;
- 6.5 Vessels intending to berth solely for the purpose of loading fresh water, bunkering or victualling before such vessel will be able to depart for another port provided that such stay time shall not exceed the allowable period of time;
- 6.6 Other vessels when public interest so requires.

7. **SHIFTING OF VESSELS AT THE ANCHORAGE AREAS OUTSIDE BREAKWATER (OBW)**

7.1 In order to maximize the use of the berths at Manila North Harbor and to ensure the safety of the berthing facilities, the following vessels shall be shifted to the anchorage areas outside of the breakwater upon proper coordination with the Vessel Traffic Management System Control Center (VTMSCC):

7.1.1 Vessels lying idle at berth while waiting for cargo;

7.1.2 Vessels waiting for clearance from any government agency, such as the Maritime Industry Authority, the Philippine Coast Guard, Bureau of Customs;

7.1.3 Vessels undertaking completion of minor repair works where the waiting time will exceed eight (8) hours;

7.1.4 Vessels encountering mechanical trouble or those which are inoperative thereby restraining departure from dockside berth for a considerable period of time;

7.1.5 Vessels at berth during inclement weather.

7.2 MNHPI shall be responsible for the issuance of shifting orders to vessels that will be shifted to the anchorage area, provided, PPA is immediately furnished a copy of the said shifting order. The shifting of a vessel to the anchorage area does not require the issuance of a clearance by PPA.

7.3 MNHPI shall report to PPA any vessel which remains at her berth despite the issuance of a shifting order.

8. **SHIFTING SEQUENCE**

When deemed necessary, and in accordance with the guidelines and standard operating procedures in the port during inclement weather, the movement of vessels from dockside berth to the anchorage areas shall be in accordance with the following order of priorities:

- 8.1 Vessels docked at Marine Slipway and Pier 16;
- 8.2 Vessels at Berth 3 of all piers;
- 8.3 Vessels at Berths 1 and 2 of all piers;
- 8.4 Vessels at Berths 4 and 5 of all piers;
- 8.5 Vessels docked at the Slips.

MNHPI's Berth Management and Planning Office shall coordinate the execution of the shifting sequence in coordination with the VTMSCC, the MBHPP, the tug assistance operators and the shipping lines.

9. POWERS OF PPA

- 9.1 PPA shall retain its oversight authority and regulatory powers over berth management at Manila North Harbor to ensure the efficient management of berthing facilities and the smooth flow of cargo and passengers in and out of the port.
- 9.2 PPA PMO-North Harbor shall be responsible for the proper collection of port charges against vessels and for the issuance of entrance and departure clearances to vessels.
- 9.3 Conflict on berthing assignments arising from emergency, crisis, natural calamities, strikes and pier congestion shall be resolved by the Port Manager, PMO North Harbor.
- 9.4 Nothing in these guidelines shall preclude PPA from withdrawing the authority granted herein for failure to achieve the intention of this Order.

10. PENALTY CLAUSE

Defiance/non-compliance by the Master of the vessel/the shipping line owners or their authorized representatives to the shifting order issued by PPA/MNHPI shall subject the person/company involved to the penalties prescribed under Sec. 43 of Presidential Decree No. 857, as amended by Executive order No. 513, and under any other laws that may be applicable thereto.

11. REPEALING CLAUSE

All rules, regulations, guidelines and other issuances or parts thereof which are contrary or inconsistent herewith are hereby repealed or modified accordingly.

12. **EFFECTIVITY**

This Order shall take effect fifteen (15) days after its publication in a newspaper of general circulation.

For guidance and strict compliance.



JUAN C. STA. ANA
General Manager

Published in the Philippine Star - September 9, 2013

Effectivity Date September 24, 2013