

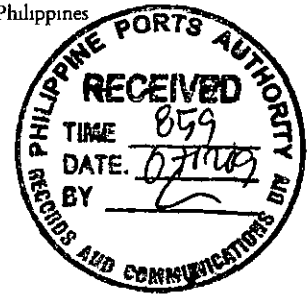


Bonifacio Drive, South Harbor, Port Area, Manila 1018, Philippines, P O Box 436, Manila, Philippines
Tel No (0632) 527 8356, Fax No (0632) 527-4855, http //www ppa.com.ph

JUN 26 2009

PPA ADMINISTRATIVE ORDER

Number 04 - 2009



T O : All Port District Managers, Port Managers, Port Police Division' Managers/Station Commanders, TMO Manager/Officers-in-Charge, Cargo Handlers, Shipping Lines/Agents, Custom Brokers, Shippers, Consignees, Truckers/Haulers/Forwarders and Other Port Users Concerned.

SUBJECT : Revised General Pass Control System and Access Regulations

Section I. Authority:

- 1 Section 6, par C, sub-par B, CD and E and Section 43, par A, B and C-13 of PD 857, as supplemented by Executive Order No 513
- 2 PPA Administrative Order No 13-77, particularly Sections 67, 83, 84 and 85
- 3 International Ship and Port Facility Security (ISPS) Code
- 4 Book I and Book II of The National Security Programme for Sea Transport and Maritime Infrastructure

Section II. Coverage:

These Regulations cover all vehicles and persons entering the Baseports, Terminal Management Offices (TMOs) and other Ports directly under the jurisdiction of all Port Management Offices (PMOs) of the Philippine Ports Authority

Section III. Definition of Terms:

As used in these Guidelines, the following terms shall mean as follows

- 1 **Authority** refers to the Philippine Ports Authority or PPA
- 2 **Baseport** refers to the port where the administration office of the Port Management Office (PMO) is located

VISION

By 2010, PPA shall have met the international standards in port facilities and services in at least ten (10) ports in support of national development

MISSION

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

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- 3 **Crew** refers to any person employed on the ship
- 4 **TMO** refers to the port operated and managed by the PMO with area of jurisdiction separate and independent from the Baseport
- 5 **Other Port** refers to the port with no existing regular manning requirements that is operated and managed by PMO personnel and with separate jurisdiction from any TMO
- 6 **Vehicle** refers to public or private road vehicles as defined and registered by LTO and issued a valid registration
- 7 **Port User** refers to natural or juridical person with legitimate purpose/business to be in the port
- 8 **Access Pass** refers to either a vehicle pass/sticker or a port user pass/ID duly issued for authorized access to the port
- 9 **Operational Area** refers to that portion of the port where primary port activities, such as shipping, stevedoring, cargo handling/ shipping/ storing, among others, take place
10. **Non-operational Area** refers to that portion of the port where activities indirectly supportive to maritime/port operations are conducted
- 11 **ISPS Code** refers to the International Ship and Port Facility Security Code adopted by the IMO and contracting governments, including the Philippines To be implemented in all ports servicing vessels engaged in international voyages to enhance maritime security
- 12 **PFSSO** refers to the Port Facility Security Officer responsible for the implementation of security measures in the port
- 13 **Programme** refers to The National Security Programme for Sea Transport and Maritime Infrastructure issued by the DOTC on 07 February 2007
- 14 **Permit to Operate (PTO)** refers to the permit issued by the Port Manager to operators of trucking and other ancillary services in the port
- 15 **PFSP** refers to the approved Port Facility Security Plan being implemented in the port in accordance with the ISPS Code and/or the Programme
- 16 **Security Level 2 (Medium Risk)** - The security level for which appropriate additional protective security measures shall be

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maintained for a period of time as a result of heightened risk of a security incident

- 17 **Security Level 3 (High Risk)** - The security level for which further specific protective security measures shall be maintained for a limited period of time when a security incident is probable or imminent although it may not be possible to identify the specific target
- 18 **Restricted Area** - an area in the port duly designated and marked as such whose bounds are well defined and where access is generally regulated

Section IV. General Guidelines:

- 1 These Guidelines shall form part of the security measures included in the Port Facility Security Plan (PFSP) being implemented in all ports
- 2 The Port District Office (PDO) shall design, procure and provide their PMOs and TMOs with sufficient number of annual vehicle stickers/passes. A vehicle sticker/pass issued by the PDO shall be valid in all PMOs and Terminals of the District Office subject to regulations of the PMO
- 3 As a matter of policy, no vehicle and/or person shall be allowed to enter the port premises of the PPA unless on legitimate business or purpose related to port operations and with previous permit/pass issued by the Authority
- 4 Any access pass issued in accordance with these Guidelines shall be construed as a mere privilege and not a matter of right and bearers of such access pass, therefore, may still be prohibited to enter any port premises, access pass, particularly in areas designated as restricted areas, for security purposes and especially during the operation of the port at Security Levels 2 and 3 of the PFSP
- 5 Notwithstanding the possession of vehicle sticker or pedestrian pass/ID, physical security check, including the inspection of vehicle, cargo or carry on baggage/bag or items, shall still be conducted on vehicle and/or person entering the port in accordance with the PFSP as mandated by the Programme and in consonance with the obligation of the government to implement the ISPS Code
- 6 Government personnel holding office inside the port need not secure PPA ID for their entrance thereto if they possess and wear identification cards issued by their respective offices

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If the functions of the government personnel shall require entry to the operational area and other restricted areas of the port, the government personnel shall present an authorization from his unit/agency that he is on official mission

- 7 Personnel/employees of private offices located inside the port, like shipping lines, cargo handling and stevedoring contractor and other contractors of the PMO/PDO, shall be required to wear PPA-issued IDs aside from the IDs issued by their respective offices
- 8 Government vehicle in red plate may be exempted from the compulsory use of vehicle stickers provided the driver or occupants can present and display their respective IDs issued by the government agencies they are connected with
- 9 Public utility vehicles, such as taxis, PUBs, PUJs, vans, tricycles and pedicabs are prohibited from entering the port, except in the areas dedicated for their use or parking **PUBs and PUJs** using the Strong Republic Nautical Highways routes are authorized to enter any ferry terminals
- 10 Crew members of vessels that are berthed in port shall be exempted from the issuance of Port User's *ID*, if they possess and/or are actually wearing the IDs issued by their company while going out and entering the port provided that the shipping line or master of the vessel shall submit crewlist They are not allowed to loiter inside the operational area and their presence therein shall be confined to the immediate vicinity of their vessel only

Section V. Specific Guidelines:

1 Types of Passes

1 1 Annual Vehicle Sticker/Pass

This is a decal placed at the right corner of the windshield in the form of celluloid sticker containing the official logo and color of PPA, the year of validity control number and the name and signature of the Port District Manager concerned

The following are the types of Annual Vehicle Stickers/Passes relative to the type of business of the applicant

- a Non-cargo/light vehicle
 - Vehicles for ancillary service operators
 - Vehicles of Cargo Handling Operators and other contractors

- Private vehicles of personnel/employees of PPA, other government agencies, and private companies with offices inside the port
- Vehicles of shipping firms/agents
- Vehicles of shippers and/or consignees
- Vehicles of other port users with legitimate business/ purpose in the port

b Cargo vehicle/truck pass

- Commercial truck owners
- Trucking/ forwarding company owners
- Shippers/ consignees

1 2 **Temporary Vehicle Pass**

This is in printed form where pertinent data are filled up or in the form of cash ticket or its equivalent issued to vehicle with legitimate business in the port but have not been issued annual vehicle sticker. Validity and issuing authority shall be in accordance with the Revised Delegation of Authority

1 3 **Annual Port User's ID/Pass**

This is in the form of an identification card with the following description and/or information

- ID size of 3 5 inches x 5 inches
- Color coding (PDO to determine types of color)
- Official logo and color of PPA
- Name of the PMO
- Issuing years
- Control number
- Name, signature and address of bearer
- Name and signature of the Port Manager
- Instructions for proper use of ID
- Validity period of one (1) calendar year, i e , January to December of every year

The following are the types of Annual Port Users ID/Pass relative to the type of business of the applicant

- a Arrastre/stevaging officials and employees
- b Officials/ employees of other contractors
- c Officials/ employees of ancillary services operators
- d Officials/employees of private companies located inside the port
- e Officials/ employees of shipping firms/ agents
- f Shippers and/ or consignees
- g Workers of portage services

- h Officials/ employees of trucking/ hauling companies
- i Other port users with legitimate business/ purpose in the port

1 4 Temporary Port User's ID/Pass

This is in printed form where pertinent data are filled up
Validity is from one (1) day to fifteen (15) days depending
on the duration of the business inside the port This may be
issued to the following

- a Persons transacting official business with the government agencies and/or private companies with offices inside the port
- b Visitors of crew members of vessels, shipping lines or agents and in the case of foreign vessels boarding passes issued by the Bureau of Customs

2 Administrative Fees

To defray the actual cost of the stickers and identification cards processing, enforcement and administration of pass control system and access regulations, the following fees are hereby prescribed

2 1	Temporary Port User's ID/Pass	- P 5 00 + 12% VAT
2 2	Temporary Vehicle Pass	- 10 00 + 12% VAT
2 3	Annual Port User's ID/Pass	- 50 00 + 12% VAT
2 4	Annual Vehicle Sticker/Pass (Non-Cargo/Light Vehicle)	- 75 00 + 12% VAT
2 5	Annual Vehicle Sticker/Pass (Cargo Vehicle/Truck)	- 100 00 + 12% VAT

3 Processing and Issuance of Vehicle Sticker/Pass

3 1 Baseports

The PMO thru the Port Police Division shall be responsible for the processing and issuance of access passes

3 2 TMOs and Other Ports

The TMO thru Port Police at the TMOs/other ports shall be responsible for the processing and issuance of access passes, in close coordination with the Port Police Division

of the PMO Issuance and collection of payment of Temporary Vehicle Pass and Temporary Port User's ID/Pass shall be the responsibility of the Office of the Terminal Managers/OICs

In the absence of any Port Police Officer in the TMOs/other ports, the TMO Division Managers/OICs shall be responsible for the processing and issuance of access passes, in close coordination with the Port Police Division of the PMO

3.3 Supporting Documents

a Non cargo/light vehicle

- Permit to Operate from PPA
- Authority to represent the firm, as appropriate
- Duly accomplished application form
- LTO Certificate of Registration
- Latest LTO Official Receipt
- PPA Port Police Clearance

b Cargo vehicle/ truck

- Permit to Operate Issued by PPA
- Duly accomplished application form
- Authority to represent the firm
- LTO Certificate of Registration
- Latest LTO Official Receipt
- Vehicle Safety Clearance
- PPA Port Police Clearance

c Supporting Documents for Annual Port User's ID/Pass

- Letter request from employer
- Authority to represent the firm
- Duly accomplished application form
- Current Permit to Operate, as appropriate
- Master list of employees duly certified by the employer
- PPA Port Police Clearance
- Two (2) 1-1/2x1-1/2 pictures

4 **Processing and Issuance of Annual Port User's ID/Pass**

4.1 The PMO thru the Port Police Division shall be responsible for the processing and issuance of Port User's ID/Pass at the Baseport. The Office of the Terminal Manager thru *port police* at the TMO/port, or by the Office of TMO Manager at TMO/port, in the absence of any Port Police assigned thereat

- 4 2 All Port User's ID/Pass shall be signed by the Port Manager
However, he may designate his authorized representative to
sign for and in his behalf

5 **Conditions for the Use of the Access Pass**

5 1 **Vehicle Sticker:**

- a Holder of the pass is subject to Section IV, paragraphs 5 and 6 above
- b Vehicle with access pass is not exempted from payment of applicable fees at the designated Pay Parking Area of the port
- c Holder of vehicle pass shall park only at designated parking areas
- d The vehicle sticker shall be posted at the upper right hand corner of the vehicle's windshield conspicuous enough to be seen by Port Police Officers or any person in Authority
- e Pass is strictly non transferable
- f Tampering of access pass shall be prohibited

5 2 **Port User's ID/Pass**

- a Holder of the pass is subject to section IV paragraphs 5 and 6 above
- b ID/Pass is non-transferable
- c ID/Pass shall be laminated and worn/displayed in area/s authorized by the ID's color code
- d Tampering of access pass shall be prohibited
- e The loss of a Port User's ID shall be reported immediately and replacement thereof shall be effected upon submission of an affidavit of loss and the payment of the amount of the ID/Pass
- f Passengers shall always carry their boat tickers for inspection at the gate
- g Applicable only at the designated area/s authorized by the ID's color code

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Section VI. Authority to Issue Additional Specific Guidelines:

All PMOs are authorized to issue additional specific guidelines necessary to effectively implement these Regulations, taking into account the peculiar situation of each port, subject to existing limitations imposed by higher authorities

Section VII. REPEALING CLAUSE

All orders, circulars, memoranda and other issuances inconsistent hereof are hereby repealed or amended accordingly

Section VIII. EFFECTIVITY

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



ATTY. OSCAR M. SEVILLA
General Manager

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