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DEC 13 2013

PPA MEMORANDUM CIRCULAR

NO. 14 - 2013

TO : All Port District Managers
All Port Managers
Cargo Handling Operators
Shipping Companies and Agents
Shippers and Consignees
Others Concerned

SUBJECT : **Documentation and Procedures in the Entry/Withdrawal of Cargoes at Government Ports**

In line with the Authority's commitment to pursue simplified processes for permits and clearances reiterating the pertinent provisions of PPA Administrative Order No.13-77 dated 02 September 1977, entitled "General Port Regulations of the Philippine Ports Authority," attached herewith as Annex A are the Simplified Procedures and Documentary Requirements for the Entry and Withdrawal of Cargoes at Government Ports as guidance for all port users.

In addition, the PPA has implemented the following initiatives to facilitate speedy and efficient transactions inside the ports:

1. Implementation of Billing and Collection System as a module of PPA's Port Operations Management System (POMS) which eliminates the manual preparation of computation sheets for wharfage collections and allows automatic generation of PPA Official Receipt (PPA-OR);
2. Promotion of the Port Integrated Clearance Office (PICO) in PPA Ports wherein regulatory agencies and business entities are housed in one location for the convenience of the transacting port users;
3. Application of Cash Revolving Fund to allow regular transacting entities to deposit with PPA an amount where wharfage charges due them may be deducted immediately without going through manual billing and collection procedures;.

To ensure compliance with this Circular, all PDOs/PMOs are hereby instructed to submit an initial report on the problems encountered, if any, two (2) weeks after its effectivity.

For immediate compliance.


JUAN C. STA. ANA
General Manager

Encl.: Annex A

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.

**SIMPLIFIED PROCEDURE AND DOCUMENTARY REQUIREMENTS
FOR THE ENTRY/WITHDRAWAL OF CARGOES
AT GOVERNMENT PORTS**

Simplified Procedure	Documents Required by PPA
<p>A. Entry of Cargoes – Domestic</p> <ol style="list-style-type: none"> 1. Gate Guard inspects cargo and documents e.g. pro-forma Bill of Lading (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. CHO collects cargo handling charges and issues CHO-OR. 6. PPA-Cashier collects wharfage charges based on BL and issues PPA-OR. 7. PPA-Terminal Operations Officer (PPA-TOO) stamps "OK for Loading" on the BL. 8. CHO handles cargo in the designated temporary storage facility for loading on the vessel. 	<ol style="list-style-type: none"> 1. Bill of Lading (BL) 2. Cargo Handling Operator – Official Receipt
<p>B. Entry of Cargoes – Foreign</p> <ol style="list-style-type: none"> 1. Shipper declares cargo to the BOC for payment of taxes and duties. Cargo Declaration issued shall contain information on the measurement and value of the cargo. 2. Shipper proceeds to the shipping company for payment of freight charges. 3. Shipping company collects freight charges and issues BL. 	<ol style="list-style-type: none"> 1. Bill of Lading (BL) 2. Cargo Handling Operator - Official Receipt

Simplified Procedure	Documents Required by PPA
<ol style="list-style-type: none"> 4. Gate Guard inspects cargo and documents before allowing entry of cargo inside the terminal. 5. CHO collects cargo handling charges and issues CHO-OR. 6. PPA-Cashier then collects wharfage charges based on BL, issues PPA-OR. 7. PPA-TOO stamps "OK for Loading" on the BL. 8. CHO handles cargo in the designated temporary storage facility for loading on the vessel. 	
<p>C. Withdrawal of Cargoes – Domestic</p> <ol style="list-style-type: none"> 1. Consignee presents BL to the cargo handling operator (CHO) and pays corresponding cargo handling charges. 2. CHO issues CHO-OR and Gate Pass (GP). 3. PPA-Cashier then collects wharfage charges based on BL, issues and PPA-OR and stamps "OK for Release" on the GP. 4. Gate Guard inspects cargo and transaction documents for proof of payment of cargo charges. Cargo is then released from the port. 	<ol style="list-style-type: none"> 1. Bill of Lading (BL) 2. Cargo Handling Operator - Official Receipt
<p>D. Withdrawal of Cargoes – Foreign</p> <ol style="list-style-type: none"> 1. Consignee/Broker pays Import taxes and dues. 2. Consignee/Broker presents BL to the CHO and pays corresponding cargo handling charges. 3. CHO issues CHO-OR and Gate Pass (GP). 4. PPA-Cashier then collects wharfage charges based on BL, issues PPA-OR and stamps "OK for Release" on the GP. 5. Gate Guard inspects cargo and transaction documents as proof of payment of cargo charges. Cargo is then released from the port. 	<ol style="list-style-type: none"> 1. Bill of Lading (BL) 2. Cargo Handling Operator - Official Receipt

Simplified Procedure	Documents Required by PPA
<p>E. Entry of RORO Cargoes under Road RO-RO Terminal System (RRTS)</p> <ol style="list-style-type: none"> 1. RORO Vehicle Owner/Driver proceeds to Shipping Lines for payment of Lane Meter Vehicle Fee. 2. RORO Vehicle Owner/Driver proceeds to PPA for payment of RORO Terminal Fee based on Vehicle Type. 3. Upon payment and presentation of proof of payment, Gate Guard allows entry of RORO Vehicle inside the terminal for marshalling and loading onto the RORO vessel. 	<ol style="list-style-type: none"> 1. Shipping Line Lane Meter Official Receipt
<p>F. Withdrawal of RORO Cargoes under RRTS</p> <ol style="list-style-type: none"> 1. Upon discharge from the RORO Vessel, the RORO Vehicle is immediately allowed release from the port. 	<p>None</p>