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**AUG 26 2004**

**PPA MEMORANDUM CIRCULAR  
No. 25 - 2004**

**T O : All Port District Managers  
Port Managers  
Shipping Lines  
Cargo Handling Operators  
Vehicle Owners  
And Others Concerned**

**S U B J : Prescribing Guidelines on the Use of the RO-RO Terminal  
Fee Cash Ticket at the Strong Republic Nautical Highway  
(SRNH) Ferry Ports**

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As part of continuing moves to improve port services, in general, and in order to facilitate the assessment and payment of the applicable Terminal Fees stipulated under PPA Memorandum Circular No 17-2003, the following general guidelines governing RO-RO operations at the SRNH ports and the issuance, use and liquidation of the RO-RO Terminal Fee (RTF) cash tickets are hereby prescribed for the guidance of and compliance by all concerned

**I. Provision of Facilities & Procedures**

As a rule, the Port Manager having control over the RO-RO ferry ports, included under Phases I and II of the Strong Republic Nautical Highway (SRNH) and other ports which may subsequently be added or made part thereof, shall be responsible in ensuring that the following standard measures, among others, are put in place immediately

- A. Provision of exclusive entry lane for RO-RO vehicles at the port's gate,
- B. Provision of a single Toll Booth for the collection of Terminal Fee and Freight, where possible,
- C. Provision of Lane Meter reference points at both the entry and exit gates for RO-RO vehicles that are color-coded to correspond with the different RTF cash ticket color, and
- D. Provision of single or multiple lane queuing/parking area

## **II. The RO-RO Terminal Fee (RTF) Cash Ticket and Its Applicability**

For purposes of this Memorandum Circular, the **RO-RO Terminal Fee (RTF)** cash ticket shall be inclusive of the Value-Added Tax (VAT) and shall be printed and issued in four (4) color-coded denominations corresponding to each vehicle type listed under PPA MC 17-2003, as follows

<b>Vehicle Type</b>	<b>Lane Meter</b>	<b>Denomination</b>	<b>Color</b>
Type 1	1 – 3	P 55 00	Blue
Type 2	>3 – 5	110 00	Yellow
Type 3	>5 – 7	220 00	Pink
Type 4	>7 – Up	440 00	Green

The use of the RTF shall not apply to those ports where the existing rates for the Terminal Fee are lower than those prescribed in PPA MC 17-2003. However, the Port Manager having control over such ports shall institute similar operational and audit procedures provided hereunder

## **III. General Procedures on the Issuance & Use of the RTF**

### **A At the Port of Loading (Origin)**

- 1 RO-RO vehicle enters main or secondary gate, as applicable
- 2 The Service Provider (SP) indicates the vehicle type on piece of paper
- 3 The SP-issued classification is given to PPA Collecting Officer
- 4 PPA Collecting Officer collects the amounts due and indicates on the **RTF (Customer and Gate Copies)**, the date issued (using Dater machine) and the RO-RO vehicle's Plate Number before handing it to the Driver
- 5 RO-RO Vehicle Driver proceeds to the Parking or Queue area to await vessel arrival and the start of loading operations
- 6 RO-RO Vehicle Driver pays the freight to the shipping line
- 7 Upon vessel arrival and start of loading operations, RO-RO Vehicle Driver proceeds to the RO-RO ramp and awaits signal from ship's crew to drive onto the ship to its directed position on deck
- 8 The RO-RO vessel departs for the port of destination

(Note Steps 2 & 3 above are expected to be removed once appropriate lane-meter markers have been properly installed at the designated special entry lane for RO-RO vehicles as specified in Sections A & C, Article I herein )

**B At the Port of Discharge (Destination)**

- 1 Once the vessel is properly berthed at the destination port and the vessel's ramp has been lowered, the RO-RO vehicle driver drives off the vessel and proceeds to the port's exit gate
- 2 The RO-RO vehicle driver surrenders the **RTF Gate Copy** to the PPA or SP Security Guard, as the case may be
- 3 The PPA or SP Security Guard, as the case may be, shall verify the plate number of the exiting RO-RO vehicle with that indicated on the **RTF Gate Copy** presented or surrendered

If the information tally or are the same, the PPA or SP Security Guard allows exit of subject vehicle. If not, apprehends the RO-RO Vehicle Driver for further questioning and verification by PPA authorities

Where lane-meter reference markers have been placed or installed, the PPA or SP Security Guard may verify the correctness of the issued RTF on a random basis. Noted disparities shall be duly-noted and reported, through channel, to the PMO of the origin port so that proper measures can be taken to avoid such incidents from recurring. In no case shall the RO-RO vehicle and its driver be detained as this will negate facilitation objectives

- 4 The PPA or SP Security Guard shall transmit all collected **RTF Gate Copies** to the Terminal Supervisor/PSD Manager thereat who shall be responsible for its transmittal to the PMO of the port of origin (Loading)
- 5 The PMO RMD Manager at the port of origin shall reconcile the **RTF Gate Copies** and **Stub Copies** to properly liquidate the same

**C Other Conditions on the Use of the RO-RO Terminal Fee**

- 1 No incoming RO-RO vehicle shall be allowed to exit from the Port of Discharge (Destination) without the **RTF Gate Copy** being surrendered
- 2 It shall be illegal to tamper with the information indicated on the Customer & Gate Copies of the RTF

- 3 Lost Ticket (either the **RTF Customer Copy** or the **RTF Gate Copy** or both) shall require another payment for a second **RTF** by the RO-RO Vehicle Driver to be able to exit the port's premises
- 4 This position is being taken to deter the recycling and illegal use of the **RTF** by unscrupulous entities that deprive the Government of its revenues

#### **IV. Authority to Promulgate Specific Guidelines**

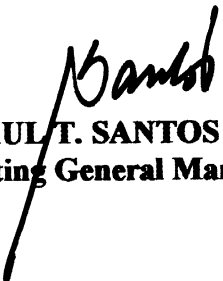
Should any aspect of the procedures stipulated under Sections A & B, Article III herein, be not applicable to a particular port or terminal due to its layout or for whatever valid reason, the PMO may recommend changes specific to a particular port or terminal, under its supervision, to the AGM for Operations. After review and approval by the AGM-Operations, the PMO shall issue their local regulation to implement such changes in the procedures

#### **V. Penalty Clause**

Any violation of this Memorandum Circular shall subject the person involved to the penalties provided under Section 43 of PD No 857, the Revised Charter of the Philippine Ports Authority, as amended

#### **VI. Effectivity**

This Memorandum Circular shall take effect fifteen (15) days after publication in at least two (2) newspapers of general circulation and shall remain in full force and effect unless revoked or modified by competent authority

  
**RAUL T. SANTOS**  
Acting General Manager

Published in the following newspapers:

1. Philippine Star) September 1, 2004
2. Manila Standard)

Effectivity Date - September 16, 2004