



**PHILIPPINE PORTS
AUTHORITY**

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DEC 11 2006

PPA Operations Memo Order
No. 01 2006

TO : District Managers, Port Managers
Shipping Companies/Agents and
All Others Concerned

SUBJECT : POMS Vessel Registry Maintenance

PPA Memo Circular No. 08-2003, dated 20 March 2003, requires all shipping lines or agents to accomplish and submit the Vessel Information Sheet (VIS). The accomplished VIS which are to be submitted to the Port Management Offices (PMOs) or Terminal Management Offices (TMOs) serve as document in preparing and maintaining the nationwide POMS Vessel Registry database for all domestic and foreign vessels of at least 6 GRT that call on government or private ports.

Under current POMS procedures, particularly the Access Control Matrix, any amendments to, updates or deletions of any information regarding a vessel record may be effected by the Harbor Master or the Port Services Division Manager after appropriate supporting documents are presented by the shipping company/agent.

In view, however, of the findings that there is a need to improve the Vessel Registry maintenance by insuring its accuracy and integrity, the following guidelines are hereby issued:

1. Authority to effect changes in the Vessel Registry database
 - 1.1 The Harbor Master or PSD Managers shall no longer be authorized to make amendments, updates and/or deletions to the vessel registry database. He shall, however, continue to be authorized to add or insert new vessel records in the database.
 - 1.2 The MISD System Administrator shall have the sole authority to amend, update or delete existing record in the vessel registry database, in accordance with the procedures prescribed in Sections 2 (b) and (c) of the CMBP-POMS Release No. 044-11172006.

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.

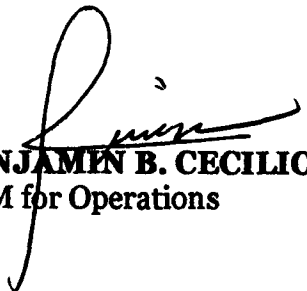
MISSION

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

2. Amendment or Updates and Deletions

- 2.1 Any amendment or update and deletion of vessel information or record that may be required shall be initiated with the submission by the shipping company/agent of an updated VIS, together with the necessary documents, to the PMO or TMO concerned, at least 48 hours before the vessel's next call.
- 2.2 A Request for System Update (RSU) shall be filled-up by the Harbor Operations Officer for approval by either the Harbor Master or PSD Manager. The approved RSU, together with the VIS, shall be immediately forwarded (by fax or any reliable means) to the Help Desk at the Central Facility.
- 2.3 The Help Desk shall forward the RSU & VIS to the PPA MISD System Administrator who shall then update and/or delete the vessel record and keep the VIS in folder for safekeeping.

This order shall take effect immediately.



BENJAMIN B. CECILIO
AGM for Operations