

16 NOV 2001

**PPA OPERATIONS MEMO ORDER**

No           04           - 2001

**T O**           Truckers, Vehicle Owners, Port Users, Lessees, Sub-Lessees  
                  And Others Concerned

**SUBJECT**    **GUIDELINES FOR THE MANAGEMENT AND OPERATIONS  
                  OF PARKING AREAS AT THE EXPANDED PORT ZONE (EPZ)  
                  PMO SOUTH HARBOR**

**1**    **AUTHORITY**

- 1 1   Section 6-a (ii) and (x) of PD 857 – Revised Charter of PPA
- 1 2   PPA Administrative Order No 13-77 – General Port Regulations of PPA
- 1 3   Executive Order No 361 dated 16 August 1996
- 1 4   Executive Order No 321 dated 17 March 1988

**2**    **RATIONALE**

- 2 1   Indiscriminate and unregulated parking of vehicles along the streets of the South Harbor Expanded Port Zone (SHEPZ) creates disorderly, dirty and unsafe condition
- 2 2   Garbage and waste materials are placed or thrown in the vicinity and under the unauthorized parked vehicles which makes difficult the collection thereof
- 2 3   The situation constricts the passageways and endangers the safety and health of the motorists/port users/pedestrians
- 2 4   Earnest vigilance of the PPA Port Police cannot adequately cope with the problem as they also have to perform their other important mandated duties
- 2 5   The assistance of the private sector thus becomes imperative to mitigate or remedy the situation

3 **COVERAGE**

3 1 This Circular shall constitute as the guidelines for the management and operation of the parking areas hereunder specified at the South Harbor Expanded Port Zone (EPZ)

3 2 It prescribes the regulations for the proper and efficient use of the parking areas and imposition of reasonable fees as compensation therefore to defray the cost of maintenance and operation and other expenses of said areas, including penalties for non-compliance/violations thereof

3 3 It identifies and provides parking spaces to port users with legitimate business or purpose in South Harbor and those intending to avail of the same

3 4 It shall cover the following streets and areas as reflected in the sketch map hereto attached as Annex "A" hereof and as described in this Circular as follows

- 3 4 1 25<sup>th</sup> Street - single parking for classes A and B vehicles, Manila Hotel Side
- 3 4 2 Railroad Street - from corner 25<sup>th</sup> St thru gate at Railroad St and extending up to 11<sup>th</sup> St, parking area for Classes A and B vehicles, single lane, right side
- 3 4 3 Atlanta Street - from 18<sup>th</sup> to 13<sup>th</sup> Sts, for Classes A and B vehicles, single lane right side
- 3 4 4 Delgado Street - from 16<sup>th</sup> St up to 13<sup>th</sup> Streets left side parking for Class C vehicles, single lane
- 3 4 5 13<sup>th</sup> Street - parking area for Class C vehicles, single lane both sides
- 3 4 6 All inner streets bounded by 13<sup>th</sup> and 11<sup>th</sup> Streets - parking area for Class C vehicles single lane, one side only
- 3 4 7 11<sup>th</sup>, 12<sup>th</sup>, 14<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup> - parking area for Classes A, B and /or C vehicles, as appropriate, one side
- 3 4 8 Lot 10, Block 101 - impounding area for Classes A, B and C vehicles



- 3 4 9 A portion of Block 151 (1,746 59 sq m ) along 13<sup>th</sup> St - parking area for Classes B and C vehicles

4 **OBJECTIVES**

- 4 1 To ensure the rational and orderly use of the parking areas specified in paragraph 3 4 hereof,
- 4 2 To facilitate the movement of vehicles and port users in the port premises,
- 4 3 To maintain orderliness and cleanliness of the port areas and enhance the safety of port users, and
- 4 4 To optimize the use of available areas and consequently generate modest non-traditional revenue to defray cost, necessary and other incidental expenses of operations and maintenance thereof

5 **DEFINITION OF TERMS**

- 5 1 Pay Parking areas - refer to the areas specifically designated as pay parking areas and as reflected in Annex "A" hereof
- 5 2 Contractor - refers to private entity/company issued the PPA PTO which shall undertake the management, operation and maintenance of the parking areas
- 5 3 Class A vehicles - refer to heavy duty cargo vehicles such as 10 wheelers, flat bed trailers, low bed trailers, multi-action trailers, truck tractors, trucks and similar vehicles
- 5 4 Class B vehicles - refer to light duty cargo vehicles such as pick-ups, closed vans and similar vehicles
- 5 5 Class C vehicles - refer to cars, jeeps and other privately owned and used vehicles

6 **GUIDELINES**

- 6 1 As a general rule, no private vehicle, truck, taxi or any other type/class of vehicle shall be allowed entry into the port premises unless proper identifications are presented to show their legitimate business or purpose
- 6 2 Parking shall be on a "first come, first served" basis

- 6 3 Vehicles shall not be parked in a manner that will create hazard or obstruction to vehicular/pedestrian traffic
- 6 4 No part of the designated parking areas shall be utilized as garage, repair or dumping area for garbage
- 6 5 Pedicabs, tricycles and pushcarts and ambulant vendors shall not be allowed entry through the gates of the SHEPZ much less allowed inside the parking areas for vehicles except along street-routes where they are allowed to operate
- 6 6 All class A and B vehicles shall always be attended by the driver when parked inside the parking area to facilitate the transfer/movement thereof whenever necessary
- 6 7 All government vehicles on official business shall be covered by this regulation but shall be exempted from the payment of parking fee Also exempted are vehicles of original lessees their sub-lessees and vehicles of employees of government offices located inside the SHEPZ Affected employees shall apply with PMO-SH through the Port Police Division (PPD) for the issuance of parking fee exemption stickers
- 6 8 Any driver, operator or owner of trucks and other motor vehicles who refuse to pay the corresponding parking fee shall be considered to have illegally parked said vehicles The parking contractor shall upon the request of the PPD-SH, tow and impound the apprehended vehicles to the PPA designated area Said vehicles can be released only upon the payment of the prescribed fees and penalties
- 6 9 As a general rule vehicles or trucks apprehended under the following circumstances shall be towed to the duly designated impounding area at Lot 10, Block 101
  - 6 9 1 When the vehicle is left unattended without a driver and it causes traffic obstructions
  - 6 9 2 When the vehicle causes traffic obstruction but the driver refuses to move/vacate from where it is parked
  - 6 9 3 When the vehicle is stalled whether attended or unattended
- 6 10 Parking of Class A and B vehicles, as defined by this regulation intending to park at the Truckholding Area (THA) along Delgado St shall not be covered by this Circular Parking of the aforementioned vehicles at the THA shall be covered by PPA-MC No 64-98 which prescribed guidelines on the Management and Operation of the Truckholding Area

7. **ROLE OF PMO-SOUTH HARBOR**

- 7.1 The management and operations of the SH parking areas shall be under the supervision of PMO-SH. It shall oversee and ensure that all parking areas are efficiently managed/operated in accordance with this Circular.
- 7.2 The PMO-SH shall enforce the port/access regulations of PPA and all other applicable regulations/laws at the SHEPZ.
- 7.3 The PMO-SH shall man the gates at the SH Expanded Port Zone to ensure that the entry and exit of all vehicles covered by this guidelines are properly and effectively controlled/regulated and monitored.
- 7.4 When the need for the tow truck service arises, as a result of the aforementioned circumstances in Sections 6.9.1 to 6.9.3 the Port Police shall effect the towing of involved vehicle.
- 7.5 Operational issue or concern that may arise from the implementation/application of this Circular shall be resolved by the Port Manager.

8. **ROLE OF THE PARKING CONTRACTOR**

- 8.1 To manage, operate, develop and maintain the orderliness, cleanliness, security and safety of SHEPZ parking areas at no cost to PPA in accordance with this Circular. For this purpose, to formulate and adopt in consultation with PPD-South Harbor and port users concerned detailed procedures necessary to effectively implement the provisions of the Circular.
- 8.2 To refer for its action to the Port Police Division of PMO South Harbor the matter of imposition of the administrative sanctions/fines in this Circular.
- 8.3 To maintain proper records of its operations, including logbooks, pre-numbered and authenticated by PMO-SH, for the recording of the entrance to and exit of vehicles from the parking area.
- 8.4 To hire as many as possible, workers coming from the Barangays covered by its Parking Management Permit.
- 8.5 To submit monthly reports to the Port Manager regarding the operations of the parking areas problems/issues encountered and the solutions/actions taken or recommended.

9 **SANCTIONS**

- 9 1 Drivers of cargo trucks and other vehicles utilizing the South Harbor Expanded Port Zone (SHEPZ) who are found to have violated any of the guidelines in this Circular shall be imposed a fine of
  - 9 1 1 P125 00 for 1<sup>st</sup> violation
  - 9 1 2 P250 00 for 2<sup>nd</sup> violation
  - 9 1 3 P500 for three (3) consecutive violations within a quarter and the truck/vehicle involved shall be further subject to
    - 9 1 3 1 Ban from the use of South Harbor parking area for three (3) months
  - 9 1 4 The payment of said fines by the owners/drivers of said vehicles shall be made to PMO SH

10 **PARKING FEES AND TOWING CHARGES**

10 1 The following parking fees and towage charges shall be imposed

<b>PARTICULARS</b>	<b>PARKING RATE</b>	<b>TOWAGE FEES</b>
<u>Class C Vehicles</u>		
First Two (2) Hours	P 30 00	P500 00
Succeeding Hours Per Hr	P 20 00	
Lost Ticket	P100 00	
<u>Class A and B Vehicles</u>		
First Two (2) Hours	P 50 00	P500 00
Succeeding Hours Per Hr	P 40 00	
Lost Ticket	P200 00	

10 2 Operators/owners of towed vehicles not claimed within two (2) days from the time they were impounded at PPA designated area shall be charged P300 00 per day for Class A and B vehicles and P200 00 per day for Class C vehicles

11 **REMITTANCES OF GOVERNMENT SHARE**

11 1 The parking contractor shall pay and remit to the Authority the PPA share indicated in its Permit to Operate (PTO) from the gross income derived from the parking management and other related services as may be authorized by the Authority

11 2 To ensure accurate remittance not later than 10<sup>th</sup> day of every month, the contractor is required to submit the following

11 2 1 Monthly Operations Report indicating the total number of vehicles according to category/classification and the total number of parking hours

11 2 2 Audited Financial Report/Statement showing the total income for the month

11 2 3 All parking tickets shall be pre-numbered and submitted to the Authority for recording/registration prior to issuance

11 2 4 The contractor shall make available its Books of Accounts when required by any authorized representative of the Authority at the time of inspection/checking which shall be conducted within reasonable hours of the day

12 **AUDIT OF COLLECTION**

All revenues and receipts of the parking operator/contractor pertaining to the management/operations thereof shall be subject to audit by PPA and COA.

13 **AMENDMENT**

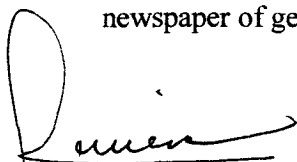
This Circular shall be subject to amendment of its basic provisions, after consultation with the concerned sectors, to make it more effective in achieving the objectives/purposes herein set forth

14 **REPEALING CLAUSE**

All PPA Orders, Circulars, Regulations/Guidelines which are inconsistent herewith are hereby repealed or modified accordingly

15 **EFFECTIVITY**

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



**BENJAMIN B. CECILIO**  
Asst General Manager for Operations

Published in the following newspapers:

1. Philippine Star)
2. Manila Standard) November 20, 2001

Effectivity Date - December 5, 2001

