



OCT 21 2026

**OPERATIONS MEMORANDUM ORDER
NO. 008 - 2026**

**TO : ALL PORT MANAGERS
ALL SHIPPING LINES AND VESSEL OPERATORS
ALL TERMINAL OPERATORS**

FROM : THE ASSISTANT GENERAL MANAGER FOR OPERATIONS

**SUBJECT : MANDATORY SUBMISSION AND IMPLEMENTATION OF
BERTHING MANAGEMENT SCHEDULE FOR OPLAN UNDAS 2026
OPERATIONS**

1. RATIONALE

In anticipation of the significant increase in passenger and vessel traffic during the observance of Undas, and in preparation for the implementation of the OPLAN UNDAS 2026 from October 28 to November 3, 2026, all PPA-managed ports are expected to undertake the necessary measures to ensure orderly, safe, and efficient port operations.

The anticipated surge in vessel and passenger movements requires the advance coordination and management of vessel schedules to ensure optimal utilization of available berths and terminal facilities.

The absence of a validated and consolidated vessel schedule may result in berth conflicts, inefficient vessel sequencing, overlapping arrivals and departures, passenger congestion, increased safety and security risks within port premises, and reduced operational efficiency affecting vessel turnaround times.

Accordingly, the submission, validation, consolidation, and strict implementation of a Berthing Management Schedule is hereby mandated for all PPA-managed ports during OPLAN Biyaheng Ayos for UNDAS 2026

2. COVERAGE

This Order shall apply to all shipping lines and vessel operators calling at PPA-managed ports nationwide during OPLAN UNDAS 2026 from October 28 to November 3, 2026, covering both inbound and outbound voyages.

All concerned Port Management Offices (PMOs) and terminal operators shall likewise ensure the implementation and enforcement of the approved Berthing Management Schedule within their respective areas of responsibility.

3. MANDATORY SUBMISSION OF BERTHING MANAGEMENT SCHEDULE

All shipping lines and vessel operators are hereby directed to submit their proposed Berthing Management Schedule covering the entire OPLAN period.

The schedule shall contain, at a minimum, the following information: (a) *date of voyage*, (b) *vessel name*, (c) *vessel type*, (d) *route*, (e) *scheduled arrival time*, (f) *scheduled departure time*, (g) *vessel passenger capacity*; and, (h) *allocated passenger capacity or ORAS capacity, as applicable*.

The schedule shall include the complete daily vessel movements for the entire OPLAN period and shall reflect realistic and executable timings consistent with existing port, berth, navigational, and terminal constraints.

Shipping lines and vessel operators shall ensure that all information submitted is accurate, complete, and final for purposes of validation and consolidation by the concerned PMO.

4. DEADLINE FOR SUBMISSION

All concerned Port Management Offices (PMOs) are hereby directed to submit the required Berthing Management Schedules for their respective ports **not later than October 22, 2026 at 5:00 PM**.

The submissions shall be transmitted to the Port Operations and Services Department (POSD) and the Information and Communications Technology Department (ICTD), with the Office of the Assistant General Manager for Operations (OAGMO) copy furnished.

5. VALIDATION, CONSOLIDATION, AND IMPLEMENTATION

All PMOs are hereby directed to:

- a. Validate the submitted schedules based on berth capacity, navigational constraints, terminal throughput, vessel characteristics, passenger volume, and other relevant operational considerations;
- b. Coordinate with concerned shipping lines and vessel operators to resolve overlapping or conflicting vessel movements;
- c. Consolidate all validated submissions and issue the Official Berthing Management Schedule for their respective ports;
- d. Ensure that the approved schedule provides for orderly vessel sequencing and efficient utilization of available berths; and
- e. Enforce strict adherence to the approved Berthing Management Schedule throughout the OPLAN period.

The Official Berthing Management Schedule shall serve as the controlling operational schedule for vessel movements and berthing allocation during OPLAN UNDAS 2026.

6. CHANGES TO APPROVED VESSEL SCHEDULES

Once validated and approved, the Berthing Management Schedule shall be strictly observed.

Any subsequent change involving, among others:

- a. Changes in arrival or departure time;
- b. Vessel substitution;
- c. Cancellation of trips;
- d. Additional vessel trips; or
- e. Changes that may materially affect berth utilization or vessel sequencing,

shall be immediately reported to and coordinated with the concerned PMO prior to implementation.

The concerned PMO shall evaluate the requested change based on prevailing berth availability and operational conditions and, when warranted, issue the corresponding adjustment to the Official Berthing Management Schedule.

No unilateral change in vessel schedule shall be implemented where such change will disrupt the approved berthing plan or adversely affect other scheduled vessel movements.

7. EFFECT OF NON-SUBMISSION, NON-INCLUSION, OR NON-COMPLIANCE

Failure to submit the required schedule within the prescribed period, failure to include a vessel in the approved schedule, or failure to adhere to the Official Berthing Management Schedule shall result in the following, as applicable:

- a. Non-Inclusion in official berthing plan - Only vessels included in the approved Berthing Management Schedule shall be recognized for purposes of berthing allocation.
- b. Denial of Deferment of Berthing - PMOs are directed to deny, defer, or reschedule vessels not included in the approved schedule or whose movements are inconsistent with the approved berthing plan.
- c. Loss of Priority in Vessel Sequencing - Unscheduled or non-compliant vessels shall be treated as non-priority movements and may only be accommodated subject to berth availability and without prejudice to vessels operating in accordance with their approved schedules.
- d. Operational Controls - PMOs may impose such operational controls as may be necessary, including queueing, anchorage holding, or other vessel movement restrictions, to prevent disruption of scheduled operations.
- e. Administrative Action - Failure by responsible parties to implement or enforce the provisions of this Order may result in appropriate administrative action, without prejudice to other measures that may be warranted under existing rules and regulations.

8. REQUIREMENT FOR WRITTEN JUSTIFICATION

In cases where a shipping line or vessel operator fails or refuses to comply with the approved Berthing Management Schedule, or requests accommodation of a vessel outside the approved schedule, the concerned PMO shall require the submission of a written justification stating:

- a. The basis for the non-compliance or deviation from the approved schedule; and,
- b. Why their passengers should be accommodated outside the regulated system.

Pending evaluation of such justification, the concerned vessel shall be subject to appropriate operational restrictions, including deferment or rescheduling of berthing, or such other measures as may be necessary to prevent disruption of scheduled port operations.

9. RESPONSIBILITY OF PORT MANAGERS

Port Managers shall exercise overall supervision over the implementation of the Berthing Management Schedule within their respective ports.

They shall ensure that:

- a. Submitted vessel schedules are properly validated prior to approval;
- b. Shipping lines and vessel operators adhere to their committed schedules;
- c. Actual vessel movements are continuously monitored against the approved Berthing Management Schedule;
- d. Conflicting or unauthorized vessel movements are immediately addressed;
- e. Changes, cancellations, or additional trips are properly documented and incorporated into the official schedule, when approved;
- f. In the event of any change affecting the approved vessel schedule, the Port Manager shall ensure that the corresponding destination port is immediately informed of such change; and,
- g. Operational measures necessary to preserve orderly vessel movement and berth utilization are promptly implemented.

10. MONITORING AND REPORTING

All PMOs shall continuously monitor implementation of the approved Berthing Management Schedule throughout the OPLAN period.

Any significant deviation, including unauthorized vessel movements, recurring schedule delays, cancellations, berth conflicts, or other operational incidents affecting vessel sequencing and passenger movement, shall be immediately reported to OAGMO.

PMOs shall likewise maintain appropriate records of vessel schedule compliance and operational adjustments for monitoring and post-OPLAN assessment.

11. STRICT COMPLIANCE

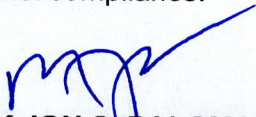
This directive is issued to ensure predictable and disciplined vessel operations, optimal berth utilization, effective congestion management, efficient handling of peak passenger volumes, and the safety, security, and convenience of the traveling public during the observance of Undas.

All Port Managers, shipping lines, vessel operators, terminal operators, and other concerned parties are hereby directed to strictly comply with this Order.

12. EFFECTIVITY

This Order shall take effect immediately upon issuance and shall govern preparations for and operations during the OPLAN UNDAS 2026 covering October 28 to November 3, 2026, unless otherwise modified or extended by subsequent directive.

For strict compliance.


MARK JON S. PALOMAR
Assistant General Manager for Operations