

BAGONG PILIPINAS



12 MAR 2025

PPA OPERATIONS MEMORANDUM CIRCULAR NO. 001-2025
Series of 2025

TO : Port Managers
Port Terminal Operators
Shipping Companies/ Agents
Others Concerned


SUBJECT : SUBMISSION OF NOTICE OF ARRIVAL (NOA) AND
APPLICATION FOR BERTH / ANCHORAGE (ABA)

In order to ensure the uniform, consistent, and proper implementation of PPA Memorandum Order (MO) No. 11-2003, entitled "*Submission of Notice of Arrival and Application for Berth/Anchorage*," the following reminders and clarifications are hereby issued:

1. All vessels calling at ports under PPA's jurisdiction are required to file and submit the NOA and ABA prior to vessel arrival to ensure the efficient scheduling and management of berth, anchorage, and port facilities, and to promote safety of navigation therein.
2. As rule, only the vessel owner/master of the vessel shall be allowed to file and submit the NOA and ABA with PPA.
3. Vessel Owner's Representative/Agent (VORA) shall be allowed to file and submit the NOA and ABA upon presentation of duly signed document designating or appointing said VORA as representative of the vessel owner. This requirement aims to ensure compliance with existing regulations and enhance operational efficiency at all PPA-managed ports.
4. PMOs shall maintain an updated list of VORAs as basis for checking their authority to transact with PPA on behalf of the vessel's owner.

All Port Managers are directed to strictly enforce this requirement and ensure that only properly authorized VORAs are doing business in PPA ports.

This Order shall take effect immediately.


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