

APR 14 2026



PPA OPERATIONS MEMORANDUM ORDER
NO. 005 - 2026

**TO : All Port Managers
And Other Concerned RCs**

FROM : The AGM for Operations

**SUBJECT : GUIDELINES IN THE USE OF THE TEMPLATE FOR
PASSENGER STATISTICS PER ROUTE**

In line with the continuing improvement of data collection, monitoring, and reporting of passenger statistics, all PMOs and concerned personnel are hereby directed to use passenger data based on submitted passenger manifests in preparing *passenger statistics per route reports*. For this purpose, the attached prescribed template and guide, hereto attached as **Annex A**, shall be used.

I. Scope

This Order shall apply to all concerned RCs, PMOs, and personnel responsible for the collection, encoding, validation, consolidation, and submission of passenger statistics.

II. General Guidelines

- a. All concerned personnel shall strictly use the prescribed Template for Passenger Statistics per Route.
- b. All required fields in the template shall be completely and accurately accomplished.
- c. Data entries shall be based only on official and verified records, particularly submitted passenger manifests and other relevant shipping records.
- d. Any alteration, modification, or unauthorized revision of the prescribed template format is strictly prohibited.

III. Reporting Directives

- a. All concerned PMOs shall prepare and submit the accomplished report to the Corporate Planning Department (CPD), copy furnished the Port Operations and Services Department (POSD), not later than the fifth (5th) working day of the succeeding month.
- b. PMOs shall ensure that the submitted data are properly validated prior to submission.

- c. Any discrepancy, inconsistency, or incomplete entry noted in the template shall be immediately verified and corrected by the concerned personnel before submission.

IV. Reference Terminologies

For purposes of uniform reporting, the following terms shall be used as reference:

Passenger – refers to every person other than:

- a. the master and the members of the crew or other persons employed or engaged in any capacity on board a ship on the business of that ship; and
- b. a person on board and carried either because of the obligation laid upon the master to carry shipwrecked, distressed, or other persons by reason of force majeure.

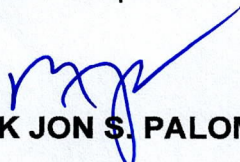
It shall refer to persons embarking, on board, or disembarking from a ship engaged in domestic shipping, including, but not limited to, paying and non-paying, minors, infants, holders of discounted or complimentary tickets, accommodated passengers, and those passengers accompanying cargoes, vehicles, or animals, pursuant to MARINA MC No. 2017-05.

Voyage – refers to the movement of a vessel from a specified port of origin to a designated port of destination, including any intermediate port calls, as reflected in the vessel's sailing schedule, passenger manifest, or shipping operational record.

V. Effectivity

This Memorandum Order shall take effect immediately and shall remain in force unless otherwise amended, modified, or revoked.

For strict compliance.


MARK JON S. PALOMAR

[illegible]

- **Port Management Office (PMO)** – 25 PMOs
- **Type of Operation** – Domestic, Foreign
- **Area of Operation** – Anchorage, Berth
- **Month** – January to December
- **Year**

2. **Data Items Column A to O (navy blue highlighted cells).** The control number, name of vessel, voyage number, shipping lines, port of embarkation, port of destination, vessel type, departure date/time, number of passengers – disembarked and embarked, nationality – Filipino and Foreigner, and remarks.

DATA ITEMS		LEGEND	DEFINITION	REFERENCE
(A)	CONTROL NUMBER	CTRL NO.	A unique monthly number assigned by PPA to each arriving vessel. For manual reporting, the SCN generated in iPORTS may be used as the control number. If a vessel is not recorded in the system, the PMO may assign a unique identification number.	PPA MC No. 005-2026 re: 2025 Revised Statistics Manual of the Philippine Ports Authority
(B)	NAME OF VESSEL	NAME OF VESSEL	The registered name of the vessel as reflected in the Certificate of Public Convenience (CPC) for domestic vessels, and in the International Tonnage Certificate (ITC) for foreign vessels.	PPA MC No. 005-2026 re: 2025 Revised Statistics Manual of the Philippine Ports Authority
(C)	VOYAGE NUMBER	VOY NO.	A unique number assigned to each voyage by the shipping line.	PPA MC No. 005-2026 re: 2025 Revised Statistics Manual of the Philippine Ports Authority
(D)	SHIPPING LINES	SHIPPING LINES	The registered owner or operator of the vessel.	PPA MC No. 005-2026 re: 2025 Revised Statistics Manual of the Philippine Ports Authority
(E)	PORT OF EMBARKATION	PORT OF EMBARKATION	Refers to the port where a passenger boards a vessel to commence a voyage and where the passenger is duly recorded in the Passenger Manifest prior to vessel departure.	
(F)	PORT OF DESTINATION	PORT OF DESTINATION	Refers to the port indicated in the voyage plan, passenger manifest, or shipping record as the intended port of arrival where the passenger is scheduled to disembark upon completion of the voyage.	
(G)	VESSEL TYPE	VESSEL TYPE	Refers to the ship or vessel classification used for carriage of passengers. The vessel must be authorized by the Administration [MARINA] to carry passengers.	
(H)	DAB-DAY	Departure - Day [Date]	This denotes the exact date and time the vessel departs from the berth or anchorage.	PPA MC No. 005-2026 re: 2025 Revised Statistics Manual of the Philippine Ports Authority
(I)	DAB-HR	Departure - Hour	This denotes the exact date and time the vessel departs from the berth or anchorage.	PPA MC No. 005-2026 re: 2025 Revised Statistics Manual of the Philippine Ports Authority

(J)	DAB-MIN	Departure - Minute	This denotes the exact date and time the vessel departs from the berth or anchorage.	PPA MC No. 005-2026 re: 2025 Revised Statistics Manual of the Philippine Ports Authority
(K)	DISEMBARKED	DISEMBARKED	Refers to the total number of incoming passengers.	PPA Manual on the Revised System on Port Statistics (1989)
(L)	EMBARKED	EMBARKED	Refers to the total number of departing passengers.	PPA Manual on the Revised System on Port Statistics (1989)
(M)	FILIPINO	FILIPINO	A citizen of the Philippines as defined under Article IV, Section 1 of the 1987 Constitution.	1987 Constitution of the Republic of the Philippines
(N)	FOREIGNER	FOREIGNER	[Alien] means any person not a citizen of the Philippines.	Commonwealth Act No. 613 [The Philippine Immigration Act of 1940]
(O)	REMARKS	REMARKS		

- For Departure date/Time, kindly ensure that the entries follow:
 - DAB-DAY [Date] – month-date-year (mm-dd-yyyy)
 - DAB-HR [Hour] – military time: whole numbers 0-23
 - DAB-HR [Minute] – whole numbers 0-59
- 3. **Excluded vessel totals (orange highlighted cells).** This refers to the total number of vessels not included in the computation of totals, specifically *tugboats* with vessel type abbreviations such as TB, TUG, TUGS, TUGBOAT, TUGBOATS, MTUG, MTUGS, MTUGBOAT, and MTUGBOATS. This section is automatically computed; hence, please do not alter the entries.

If a tugboat has recorded passengers, such records will not be included in the total number of passengers, whether disembarked or embarked.
- 4. **Signatories (green highlighted cells).** This section refers to the preparer, reviewer, and approver. Kindly ensure that all fields are properly filled out to maintain data accuracy and ensure accountability of the report.