



JAN 19 2006

**PPA MEMORANDUM CIRCULAR**

NO. 02 - 2006

**TO :** PORT DISTRICT MANAGERS  
PORT MANAGERS  
ALL OTHERS CONCERNED

**SUBJECT :** Revisions in the Preparation of Statistical Reports for the  
District Strategic Master Plan (DSMP)

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One of the tools that the Philippine Ports Authority has adopted for short and medium-term planning is the District Strategic Master Plan (DSMP). In this regard, treatment of RoRo shipcalls, traffic and cargoes should be differentiated from the conventional shipcalls and cargoes in terms of projections. To satisfy the requirements needed by the DSMP template for traffic projections, existing procedures in the preparation of statistical reports should still be followed. However, revisions, the guidelines on which are attached for your reference, should be effected starting January 1, 2006, to wit:

1. Port Traffic Statistics 1-4 for RoRo and Non-RoRo shipcalls should be accomplished separately be it for domestic or foreign trade.
2. A separate form (PTS V) for "RoRo Traffic" should also be accomplished (RoRo Traffic refers to those vehicles availing of the RoRo System, which may or may not carry cargoes and are charged with RRTS rates, in accordance with the prescribed classification, i.e., types 1-4).

For compliance

  
**ATTY. OSCAR M. SEVILLA**  
General Manager

*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 in our ports, sustain development of our port communities and the environment, and be a model corporate agency of the government.*

## **PREPARATION OF PORT TRAFFIC STATISTICS (PTS)**

In the preparation of PTS reports, the following procedures should still be followed but should be separately accomplished for RoRo and Non-RoRo shipcalls be it domestic or foreign trades

### **PTS 1**

The PTS 1 is accomplished by inputting the following data

- **Code No.** - The code number of the vessel can be captured from the vessel database file. By simply inputting the code number assigned to the vessel, the corresponding vessel characteristics are automatically recorded in the PTS 1 (**Column 2** – Name of Vessel, **Column 4** – Shipping Line/Operator, **Column 7** – Type of Vessel, **Column 8** – GRT, **Column 9** – NRT, **Column 10** – DWT, **Column 11** – Beam and **Column 12** – LOA)
- **Control No. (Column 1)** -The unique number assigned by the PMO Operations Unit to each arriving vessel. When this number is inputted, the information is automatically recorded in the assigned columns in PTS 2, 3 and 4.
- **Voyage No./Registry No. (Column 3)** - The unique number assigned by the shipping line to each voyage of a vessel. Similar to control number, the inputting of this data in PTS 1 will automatically result to the recording of said information in the columns specified in PTS 2, 3 and 4.
- **Last Port of Call (Column 5)** - The last port where the vessel originated. For domestic trade, this would refer to the last domestic port of call while for foreign trade, the data recorded should refer to the last foreign port of call.

There are instances when a foreign vessel would call at one or more local ports in one voyage before proceeding to its final port of call in the Philippines. In this case, the 2nd and/or final local port/s should record the name of the last foreign port instead of the name of the 1st or immediately preceding domestic port of call. By observing this new procedure, we can be able to generate and establish the volume of foreign trade of the Philippines with another trading partner or country.

- **Next Port of Call (Column 6)** - The next port of destination of the vessel. For domestic or local traffic, the report shall indicate the next domestic port of call and for foreign trade, the name of the next foreign port of destination shall be reflected.

- **Draft, Arrival and Departure (Columns 13 & 14)** - The draft is the depth of the ship measured vertically from the waterline to the lowest part of the vessel's hull. There are two measurements to be recorded, one upon arrival and one before departure of vessel.
- **Day and Time of Arrival and Departure at Berth and Anchorage (Columns 15, 16 & 17)** - The sets of information refer to the actual day and time of arrival and departure of vessel at berth and/or at anchorage where day is expressed as two-digit numbers from 01 to 31 and time as military time expressed in hours (0-24) and minutes (00-59), e.g., 1 30 (for 1 30 A M), 14 45 (2 45 P M), 23 59 (11 59 P M), 24 00 (12 00 MN), 0 15 (12 15 A M).

The last two (2) columns (**Columns 18 and 19**) on **Waiting and Service Time** are automatically calculated. However, if a vessel has arrived last month and stayed in port continuously until this month, the inputting of the date of departure has to be adjusted in order not to obtain a negative result/figure in our report. In this case, date of actual departure this month has to be added to the last calendar date of the previous month, e.g. a vessel which arrived on January 28 and departed on February 5 would be recorded with a departure date of 36 (31 (days of January) + 5 (February 5)).

After all the data have been properly inputted or recorded, save the accomplished worksheet in drive C by following the saving instructions written in the save file topic discussed in Sec 3.7. The PTS1 report is only one of several worksheets to be accomplished and shall, therefore, be saved under a filename of your choice that will be used consistently in the other worksheets of the PTS Form workbook.

## PTS 2

In PTS 2, the control number (**Column 1**) and voyage/registry number (**Column 2**) are no longer inputted as these information are automatically recorded when you inputted the data in the PTS 1. PTS 2 report is accomplished by inputting the other information required, which are the following:

- **Number of Passengers Disembarked (Column 3)** - This is the number of passengers who disembarked from an incoming vessel.
- **Number of Passengers Embarked (Column 4)** - This pertains to the number of passengers who embarked on board departing vessel.
- **Total Number of Men (Column 5)** - This is the number of stevedores/arrastre men employed in a vessel.

- **Number of Gangs (Column 6)** - Refers to the total number of groups of arrastre/stevedores employed to work on a vessel
- **Gross Gang Hour for Discharging and Loading (Columns 7 & 8)** – Represent the total hours and minutes rendered in discharging/loading of cargo including idle time or the difference between the start and completion of work of a gang
- **Net Gang Hour for Discharging and Loading (Columns 9 & 10)** –This represents the gang hours and minutes actually spent in discharging and loading of cargo excluding idle time
- **Reasons for Idle Time (Column 13)** - This covers the reasons for idle time of gang whether due to weather constraints, berth unavailability and other factors
- **Total Cargo Tonnage Handled by Gang (Column 14)** – The total tonnage of cargo handled by the groups of arrastre/stevedores on a particular vessel
- **Remarks (Column 15)** - Additional information which may be useful can be written in this column

It is not necessary to input data on idle gang hour for both discharging and loading time (**Columns 11 and 12**) since the form has already provided for the automatic calculation of these factors

### **PTS 3**

PTS 3 consists of several parts representing the cargo statistics by commodity classification of domestic and foreign traffic according to form of handling (Breakbulk, Bulk and Containenzed) as well as of transit and transshipment cargoes. Ten (10) worksheets (out of the fourteen (14) worksheets included in the PTS Form workbook) represent the PTS 3 forms. Since the first three columns (Control No., Voyage/Registry No. and Total Cargo Discharged/Loaded) are automatically recorded with the corresponding data requirements, the remaining columns are designed to accommodate the volume (in metric tons) of commodities commonly carried by vessels.

In order to save on storage space or size, worksheet/s without entry or zero (0) commodity traffic should be deleted. Likewise, commodity column/s with no reported traffic or zero (0) total should be deleted from the worksheet.

#### **PTS 4**

PTS 4 involves the preparation of only one (1) report to cover both inbound and outbound container traffic. Several columns are provided to record the number of Empty, FCL and LCL containers handled by size in feet (5, 10, 20, 40 and 45 footers)

#### **PTS 5 (For RoRo Shipcalls Only)**

As in PTS 4, PTS 5 involves the preparation of only one (1) report to cover both inbound and outbound RoRo traffic. Several columns are provided to record the number of each type of vehicle availing of the RoRo System, which may or may not carry cargoes and are charged with RRTS rates, in accordance with the prescribed classification (i.e. types 1-4) carried by the vessels. Likewise, weight of these vehicles (charged with RRTS rates which may or may not carry cargoes) should not be included in PTS 3.

PDO \_\_\_\_\_  
 PMO \_\_\_\_\_  
 PORT \_\_\_\_\_  
 PIERZONE \_\_\_\_\_

PHILIPPINE PORTS AUTHORITY  
 PORT TRAFFIC STATISTICS  
 1 SHIPPING TRAFFIC STATISTICS  
**RO-RO SHIPCALLS**

DOMESTIC  
 FOREIGN  
 BERTH  
 ANCHORAGE

MONTH \_\_\_\_\_ YEAR 200\_

CTRL NO	NAME OF VESSEL	VOY NO / REG NO	SHIPPING LINES / OPERATOR	PORTS OF CALL		VESSEL PARTICULARS						DRAFT		ARRIVAL AT			DEPARTURE			TIME			
				LAST	NEXT	TYPE	GRT	NRT	DWT	BEAM	LOA	ARR	DEPT	ANCHORAGE DAY	HR	MIN	BERTH DAY	HR	MIN	ANCHIBERTH DAY	HR	MIN	WAITING HRS
TOTAL																							
AVERAGE																							
MAXIMUM																							

Prepared by \_\_\_\_\_

Verified by \_\_\_\_\_

Approved by \_\_\_\_\_

Statistician A \_\_\_\_\_

Sr. Terminal Operation Officer \_\_\_\_\_

Terminal Supervisor \_\_\_\_\_

PDO \_\_\_\_\_  
 PMO \_\_\_\_\_

PORT \_\_\_\_\_  
 PIERZONE \_\_\_\_\_

II PASSENGER AND PORT LABOR STATISTICS  
 NON-CONTAINERIZED

RO-RO SHIPCALLS

DOMESTIC     BERTH  
 FOREIGN     ANCHORAGE  
 MONTH \_\_\_\_\_ YEAR 200\_\_

CTRL NO	VOY NO / REG NO	PASSENGER TRAFFIC		TOTAL NUMBER OF MEN	NUMBER OF GANGS	GROSS GANG HOUR		NET GANG HOUR		IDLE GANG HOUR		REASONS FOR IDLE TIME	TOTAL CARGO TONNAGE HANDLED BY GANG	REMARKS
		DISSEMBARKED	EMBARKED			DISCHARGING HRS MIN	LOADING HRS MIN	DISCHARGING HRS MIN	LOADING HRS MIN	DISCHARGING HRS MIN	LOADING HRS MIN			
TOTAL		0	0	0	0	0 00	0 00	0 00	0 00	0 00	0 00		0 00	

Prepared by \_\_\_\_\_

Verified by \_\_\_\_\_

Approved by \_\_\_\_\_

Statistician A \_\_\_\_\_

Sr Terminal Operation Officer \_\_\_\_\_

Terminal Supervisor \_\_\_\_\_





PDO \_\_\_\_\_  
 PMO \_\_\_\_\_

PHILIPPINE PORTS AUTHORITY  
 PORT TRAFFIC STATISTICS

PORT \_\_\_\_\_  
 PIERZONE \_\_\_\_\_

IV (a) NUMBER OF CONTAINERS HANDLED BY SIZE (in feet)

DOMESTIC  
 MONTH \_\_\_\_\_

FOREIGN  
 YEAR 200 \_\_\_\_\_

**RO-RO SHIPCALLS**

VOY NO / CRTL REG NO	INBOUND CONTAINERS BY SIZE															OUTBOUND CONTAINERS BY SIZE																			
	EMPTY					F C L					L C L					EMPTY					F C L					L C L									
	5	10	20	40	45	5	10	20	40	45	5	10	20	40	45	5	10	20	40	45	5	10	20	40	45	5	10	20	40	45					
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Prepared by \_\_\_\_\_

Verified by \_\_\_\_\_

Approved by \_\_\_\_\_

PDO \_\_\_\_\_  
 PMO \_\_\_\_\_  
 PORT \_\_\_\_\_  
 PIERZONE \_\_\_\_\_

PHILIPPINE PORTS AUTHORITY  
 PORT TRAFFIC STATISTICS  
 V RO-RO TRAFFIC

**RO-RO SHIPCALLS**

[ X ] DOMESTIC [ X ] BERTH  
 [ ] FOREIGN  
 MONTH \_\_\_\_\_ YEAR 200\_

CTRL NO	VOY NO \ REG NO	INBOUND				OUTBOUND									
		TOTAL	NUMBER OF VEHICLES BY TYPE				TOTAL	NUMBER OF VEHICLES BY TYPE							
			1	2	3	4		1	2	3	4				
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Prepared by \_\_\_\_\_

Verified by \_\_\_\_\_

Approved by \_\_\_\_\_

PDO \_\_\_\_\_  
 PMO \_\_\_\_\_  
 PORT \_\_\_\_\_  
 PIERZONE \_\_\_\_\_

PHILIPPINE PORTS AUTHORITY  
 PORT TRAFFIC STATISTICS  
 1 SHIPPING TRAFFIC STATISTICS  
**NON RO-RO SHIPCALLS**

DOMESTIC  
 FOREIGN  
 BERTH  
 ANCHORAGE  
 MONTH \_\_\_\_\_ YEAR 200\_

CTRL NO	NAME OF VESSEL	VOY NO / REG NO	SHIPPING LINES / OPERATOR	PORTS OF CALL			VESSEL PARTICULARS							DRAFT		ARRIVAL AT				DEPARTURE				TIME	
				LAST	NEXT	TYPE	GRT	NRT	DWT	BEAM	LOA	ARR	DEPT	ANCHORAGE DAY	HR	MIN	BERTH DAY	HR	MIN	ANCHORAGE DAY	HR	MIN	WAITING HRS	SERVICE HRS	
<b>TOTAL</b>																									
<b>AVERAGE</b>																									
<b>MAXIMUM</b>																									

Prepared by \_\_\_\_\_

Verified by \_\_\_\_\_

Approved by \_\_\_\_\_

Statistician A \_\_\_\_\_

Sr Terminal Operation Officer \_\_\_\_\_

Terminal Supervisor \_\_\_\_\_





PDO \_\_\_\_\_  
 PMO \_\_\_\_\_

PORT \_\_\_\_\_  
 PIER/ZONE \_\_\_\_\_

PHILIPPINE PORTS AUTHORITY  
 PORT TRAFFIC STATISTICS

1V (a) NUMBER OF CONTAINERS HANDLED BY SIZE (in feet)

**NON RO-RO SHIPCALLS**

DOMESTIC  
 MONTH \_\_\_\_\_

FOREIGN  
 YEAR 200\_\_

VOY NO./ REG NO	INBOUND CONTAINERS BY SIZE															OUTBOUND CONTAINERS BY SIZE																			
	EMPTY					F.C.L.					L.C.L.					EMPTY					F.C.L.					L.C.L.									
CRTL NO	5	10	20	40	45	5	10	20	40	45	5	10	20	40	45	5	10	20	40	45	5	10	20	40	45	5	10	20	40	45					
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Prepared by \_\_\_\_\_

Verified by \_\_\_\_\_

Approved by \_\_\_\_\_