

JAN 25 2002

**PPA MEMORANDUM CIRCULAR**  
No. 07 - **2002**

**T O** All Truckers, Vehicle Owners/Operators/Drivers,  
Port Users, Lessees, Sub-Lessees and Others Concerned

**SUBJECT** **GUIDELINES FOR THE MANAGEMENT AND  
OPERATION OF PARKING AREAS OF NORTH HARBOR**

**1 AUTHORITY**

- 1 1 Sections 6-a(i) and (x), and 26(a) of PD 857, the Revised Charter of PPA, as amended
- 1 2 PPA Administrative Order No 13-77, the General Port Regulations of PPA
- 1 3 Executive Order No 513 dated 16 November 1978

**2 RATIONALE**

In line with the policy of the Authority to provide safe, orderly and reliable services in the ports, these implementing guidelines for the management and operation of the parking areas at North Harbor are hereby prescribed

**3 SCOPE**

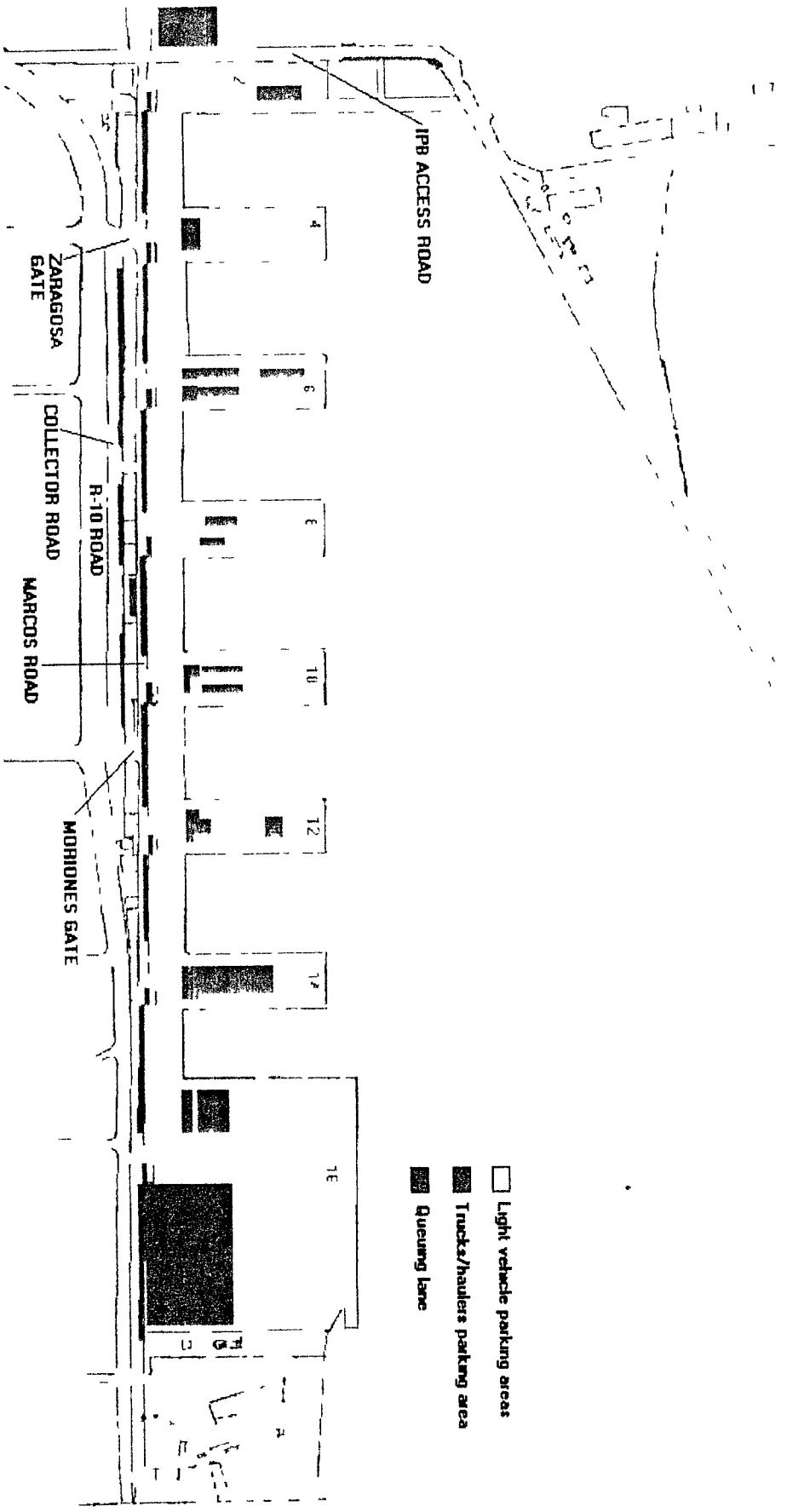
This Circular shall govern the procedures for the management and operation of parking areas at North Harbor identified in the attached sketch plan, marked as Annex "A" and more particularly defined in Section 6 hereof

**4 OBJECTIVES**

The management and operation of the North Harbor parking areas aims to achieve the following objectives

- 4 1 Synchronize traffic flow through the strict enforcement of traffic, access and parking regulations,
- 4 2 Ensure the rational and orderly use of the designated parking areas,

SKETCH MAP OF NORTH HARBOR PARKING AREAS



□ Light vehicle parking areas

▨ Trucks/haulers parking area

▧ Queuing lane

- 4 3 Improve the port operational efficiency of North Harbor,
- 4 4 Maintain orderliness and cleanliness of the port areas and ensure the safety of the port users, and
- 4 5 Generate non-traditional revenue for the government to defray costs which are necessary and incidental in the operation and management of these parking areas

## **5. DEFINITION OF TERMS**

- 5 1 Authority – the Philippine Ports Authority created under PD 857, as amended
- 5 2 Light vehicles – private/public utility vehicles principally used in the conveyance of passengers to/from the port
- 5 3 Trucks/haulers – cargo trucks, vans, jeepneys and the like whose main purpose is to haul cargoes to/from the port
- 5 4 Shuttle vehicle – motor-coach provided by shipping companies or authorized operators and used to convey passengers to or from the port
- 5 5 Parking areas – areas of North Harbor defined under Section 6 1 of this Circular designated for temporary parking of light vehicles while waiting for passengers and the areas defined under Section 6 2 hereof designated for temporary parking of trucks/haulers while waiting to be engaged or while cargo withdrawal documents are being processed
- 5 6 Queuing lanes – the portion of certain roads of North Harbor defined in Section 6 3 hereof designated as temporary holding area for trucks delivering outbound cargoes and empty trucks possessed of processed documents for withdrawal of inbound cargoes which in the meantime cannot be accommodated at the delivery or loading areas within the piers
- 5 7 Contractor – the private entity/company issued the PPA permit to operate or contract to operate and manage the parking areas at North Harbor

## **6. DESIGNATED PARKING AREAS AND IMPOUNDING/TOWAGE AREA**

### **6 1 *Light Vehicle Parking Areas***

- 6 1 1 Area No 1 – Collector Road from Zaragosa to Moriones Streets, except the area earmarked as queuing lane defined under Section 6 3 3 hereof

6 1 2 Area No 2 – the area at Slip 0 between the container yards of Sulpicio Lines, Inc and Orient Freight International, Inc and across the Negros Navigation Co , Inc terminal

6 1 3 Area No 3 (Pier Parking Areas) – areas fronting the passenger terminal buildings of Piers 4, 12 and 14 as may be designated by the Authority

6 2 *Truck/Hauler Parking Areas*

6 2 1 Area No 4 – the area within Terminal 16 adjacent to the PPA Terminal Office

6 2 2 Area No 5 – the area at Slip 0 between the container yards of Sulpicio Lines, Inc and Apex Equipment Corp

6 3 *Queuing Lanes*

6 3 1 Lane No 1 – western side of Marcos Road from Pier 2 to Marine Slipway excluding the areas designated for the disembarkation of passengers and ten (10) meters from the pier gates

6 3 2 Lane No 2 – northern side of the Isla Putting Bato access road and one hundred (100) meters from the Negros Navigation Co , Inc 's passenger exit gate up to the area opposite the weighbridge

6 3 3 Lane No 3 – western side of the Collector Road solely dedicated for trucks/haulers intending to deliver/withdraw cargo to/from leased areas thereat

6 4 *Shuttle Vehicle Areas*

6 4 1 Areas inside the pier as may be designated by the Authority, in coordination with the shipping company/shuttle service operator concerned

6 5 *Impounding/Towage Area*

Stalled or abandoned vehicles or trucks apprehended at the port shall be towed or impounded at the duly designated towage area by PMO North Harbor

The aforementioned areas may be altered, changed or modified by the Authority in the interest of port operational efficiency

## **7. GUIDELINES**

- 7 1 As a general rule, only vehicles with valid PPA vehicle pass and with legitimate business inside North Harbor shall be allowed entry to the port
- 7 2 Motor vehicles to be loaded as rolling cargoes destined for other ports shall proceed directly to the pier where such vehicles are to be loaded
- 7 3 Light vehicles conveying departing passengers shall proceed directly to the designated disembarkation area where their intended vessel is berthed. However, said vehicles intending to stay longer in port after unloading departing passengers shall proceed to the designated parking areas defined in Section 6 1 hereof
- 7 4 Empty light vehicles waiting for disembarking passengers shall proceed directly to the designated parking area mentioned above
- 7 5 Trucks/haulers intending to deliver/withdraw cargoes to /from the piers without the required documents shall proceed to the designated parking areas defined in Section 6 2 hereof
- 7 6 Subject to availability of parking space, the designated queuing lanes provided in Section 6 3 hereof shall be exclusive for trucks/haulers that intend to deliver/withdraw cargoes to/from the piers or container yards along Slip 0 as evidenced by the delivery/withdrawal documents in the possession of the vehicle owner/driver or his representative
- 7 7 All other vehicles that cannot be accommodated in the queuing lanes shall proceed to the truck/hauler's parking area mentioned above
- 7 8 Parking of vehicles inside the areas defined in Section 6 hereof shall be on a "*first-come, first-served*" basis
- 7 9 Emergency repairs, such as changing of flat tires, may be allowed at the areas identified in Section 6 hereof. Major repair of vehicles, such as those that are better undertaken at the trucking operator's garage shall be strictly prohibited at North Harbor
- 7 10 In no case shall trucks/haulers be left unattended at the queuing lane area

## **8. ROLE OF PMO NORTH HARBOR**

- 8 1 Supervise the management and operation of the North Harbor parking areas and ensure that all parking areas are efficiently managed and operated in accordance with this Circular

- 8 2 Enforce the port/access regulations of PPA and all other applicable regulations at North Harbor
- 8 3 Continue to man the gates to ensure that the entry and exit of all vehicles covered by this Circular are properly and effectively regulated and monitored
- 8 4 Require the towing of involved vehicles using the tow-truck services, whenever warranted and necessary
- 8 5 Resolve, thru the Port Manager, any related operational issue or concern arising from the implementation of this Circular

**9. ROLE OF THE PARKING CONTRACTOR**

- 9 1 Manage, operate and maintain the orderliness, cleanliness, security and safety of North Harbor parking areas at no cost to PPA in accordance with this Circular
- 9 2 Refer for action to the Port Police Division, PMO North Harbor the matter of imposition of the administrative sanctions/fines
- 9 3 Maintain appropriate records of its operations, including logbooks, pre-numbered and authenticated by PMO-NH, for the recording of the entrance and exit of vehicles from the parking areas
- 9 4 Submit monthly reports and other documentary requirements to the Port Manager regarding the operations and management of the parking areas, to include related problems/issues encountered and the solutions/actions taken or recommended

**10. PARKING AND TOWING FEES**

- 10 1 The use of the parking areas designated in Sections 6 1 and 6 2 hereof shall be subject to the payment of the existing fees prescribed in PPA Memo Circular Nos 07-2000, 48-2000 and 05-2001, to wit

<u>PARTICULARS</u>	<u>PARKING FEE</u>	<u>TOWING FEE</u>
<b>Light Vehicles:</b>		
First 2 hours	P 30 00	P500 00
Succeeding hours	20 00	
Lost ticket	100 00	

**Trucks/Haulers:**

First 6 hours	10 00	500 00
Seventh hour	30 00	
Succeeding hours	20 00	
Lost Ticket	100 00	

10 2 All vehicles of government, shipping companies, cargo handling operators and leaseholders operating inside the port, provided such vehicles are parked in their designated areas, shall be exempt from the payment of parking fees mentioned in Section 10 1 hereof

**11. SANCTIONS**

11 1 Owners/drivers of motor vehicles who are found to have violated any of the foregoing guidelines shall be assessed and collected the following administrative fines

11 1 1 P125 00 for the first offense

11 1 2 P250 00 for the second offense

11 1 3 P500 00 for the third offense within a quarter and the vehicle involved shall be banned from entering the North Harbor for three (3) months

11 2 All abandoned/stalled and illegally parked motor vehicles whose driver refuses to remove the same shall be towed to the designated impounding area mentioned in Section 6 5 hereof and shall be charged towing fees, in addition to the applicable administrative fine/s

11 3 Owners/Operators of vehicles not claimed within two (2) days from the time of impounding of such vehicles at the North Harbor impounding area shall be charged P300 00 per day for trucks/haulers and P200 00 per day for light vehicles

**12. REMITTANCE OF GOVERNMENT SHARE**

12 1 The parking contractor shall remit to the Authority the PPA government share stipulated in its permit to operate or contract from the gross income derived from the parking management and other related services as may be authorized by the Authority

12 2 Such remittances shall be supported with documentary requirements, as prescribed by PMO-NH

**13. AMENDMENT**

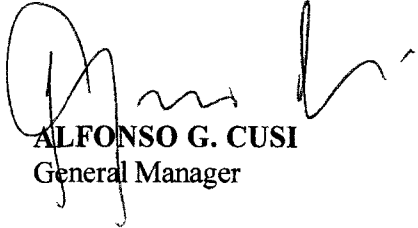
This Circular may be amended or modified after consultation with the concerned port users to make it more effective in achieving the objectives/purposes herein set forth

**14. REPEALING CLAUSE**

All PPA regulations or guidelines which are inconsistent herewith are hereby repealed or modified accordingly

**15. EFFECTIVITY**

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



**ALFONSO G. CUSI**  
General Manager

Attachment As stated

Published in the following newspapers:

1. Philippine Star)
  2. Manila Standard)
- Jan. 31, 2002 & Feb. 3, 2002

Effectivity Date - February 18, 2002