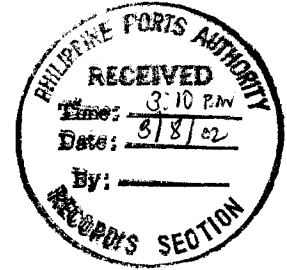


MAR 07 2002



**PPA MEMORANDUM CIRCULAR  
NO. 13 - 2002**

**T O** : All District Managers, Port Managers, Ship Owners/  
Operators/Agents and Others Concerned

**SUBJECT** : **Reduction of Documentary Requirements for Arrival and  
Departure Clearance for Domestic and Foreign Vessels**

Pursuant to DOTC Memorandum Order No. 2001-40 dated 20 September 2001 and in compliance with Presidential Instructions dated 25 September 2001 relative to the reduction of red tape, bottlenecks and graft and corruption, the number of documentary requirements for the arrival and departure clearance of domestic and foreign vessels shall be reduced and standardized. For this purpose, the following guidelines are, hereby, issued for compliance:

1. The following documents shall be submitted or presented to the PMO or TMO personnel concerned upon application for arrival and departure clearance of domestic and foreign vessels:

**1.1 Domestic Vessels:**

**1.1.1 For Arrival Clearance:**

- a) Duly signed Inward Coasting Manifest
- b) Roll Book
- c) Passenger Manifest
- d) Dangerous Cargo Manifest (when applicable)
- e) Application for Berth/Anchorage

**1.1.2 For Departure Clearance:**

- a) Duly signed Outward Coasting Manifest

- b) Roll Book
- c) Passenger Manifest
- d) Official Receipt/s of Payments of Port Charges

## 1.2 Foreign Vessels:

### 1.2.1 *For Arrival Clearance:*

- a) Inward Foreign Manifest
- b) Dangerous Cargo Manifest (when applicable)
- c) Passenger Manifest (when applicable)
- d) Application for Berth/Anchorage

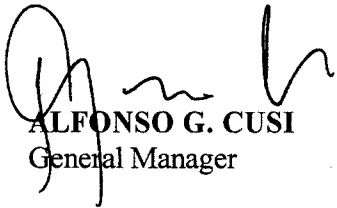
### 1.2.2 *For Departure Clearance:*

- a) Outward Foreign Manifest
- b) Passenger Manifest (when applicable)
- c) Official Receipt/s of Payment of Port Charges

2. All vessels on maiden calls shall, in addition to the foregoing documents, be required to submit for such first call only the following: Vessel Information Sheet; Certificate of Inspection (for domestic vessels); and International Tonnage Certificate (for foreign vessels).
3. Other related regulations of the Authority pertinent to the issuance of arrival and departure clearance, e.g. PPA Admin Order No. 03-92 re Implementing Guidelines of Executive Order No. 493 entitled "*Removing Red Tape and Reducing Clearance Requirements for Interisland Vessels*" and its corresponding clarificatory guidelines contained in PPA Memo Cir. No. 15-93, shall continue to be properly observed even after the issuance of this Circular.
4. The Circular does not cover documentary requirements for vessel clearance purposes as may be required by and submitted to other concerned government agencies.

5. The District Managers and Port Managers shall ensure the strict implementation of these guidelines and submit to PPA Head Office corresponding monthly monitoring reports of its compliance during the first 6 months of implementation, to include problems and related concerns and the appropriate recommendation/s thereof. Thereafter, the PDOs and PMOs concerned shall continue to monitor the implementation of this Circular.

[ This Circular shall take effect immediately and shall remain in force and effect unless otherwise amended, revoked or cancelled.



**ALFONSO G. CUSI**  
General Manager