

Republika ng Pilipinas
PANGASIWAAN NG DAUNGAN NG PILIPINAS

Philippine Ports Authority
5th Floor, BF Complex
Aduana Intermuro Mar

166
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May 23, 1979

PPA MEMORANDUM CIRCULAR

NO. 22 - 79

SUBJECT: Revised Guidelines on the
Processing of Applications
for Arrastre/Stevedoring
Permits

T O : ALL CONCERNED

To institute a more effective system of evaluating applications for permits to render arrastre, stevedoring or other related port services, hereunder prescribed is the revised procedure designed to carry out that objective, to wit:

1. All applications for arrastre/stevedoring permit shall be filed directly with the Port Management Unit concerned.
2. The Port Manager should evaluate the application and issue a certification attesting to the fact that:
 - a) An applicant has satisfactorily complied with Memorandum Order No. 21 and all other pertinent rules and regulations;
 - b) An ocular inspection of the applicant's equipment and facilities was conducted and he finds the same sufficient for the service intended to be rendered;
 - c) A detailed list of relevant documents was submitted to Head Office and that the same were personally evaluated by him. Each and every page must be numbered consecutively and signed in full by the Port Manager concerned.
3. In addition to the foregoing certification requirement, the Port Manager must submit a definite recommendation on whether to grant or deny a particular application stating his reasons in support thereof (e.g., not: "For your consideration").



4. Head Office through Traffic Operations Division, Port Operations Division and Regulation and Documentation Division reviews and evaluates the application and its enclosures as transmitted and thereafter shall prepare a joint Memo addressed to the Assistant Executive Officer recommending the grant or denial of a permit to subject applicant.

To be attached to this Joint Memo shall be the following documents:

- a. Application (docket);
- b. Certification of Port Manager;
- c. Indorsement to Port Manager; and
- d. Permit itself

5. After the signature or approval thereon by the Assistant Executive Officer the Monitoring Staff shall be responsible for the transmittal of all the documents back to the Port Manager concerned with the POED and RLAD being duly furnished with a copy each of the:

- a. Joint Memo;
- b. Certification of Port Manager;
- c. Indorsement to Port Manager
- d. Signed permit by the Assistant Executive Officer.

All PPA orders, rules, and regulations, particularly PPA Memorandum Order No. 21-77 dated May 27, 1977, inconsistent herewith are repealed or amended accordingly.

BY AUTHORITY OF THE GENERAL MANAGER:



MAXIMO S. DUMLAOG, JR.

Assistant Executive Officer

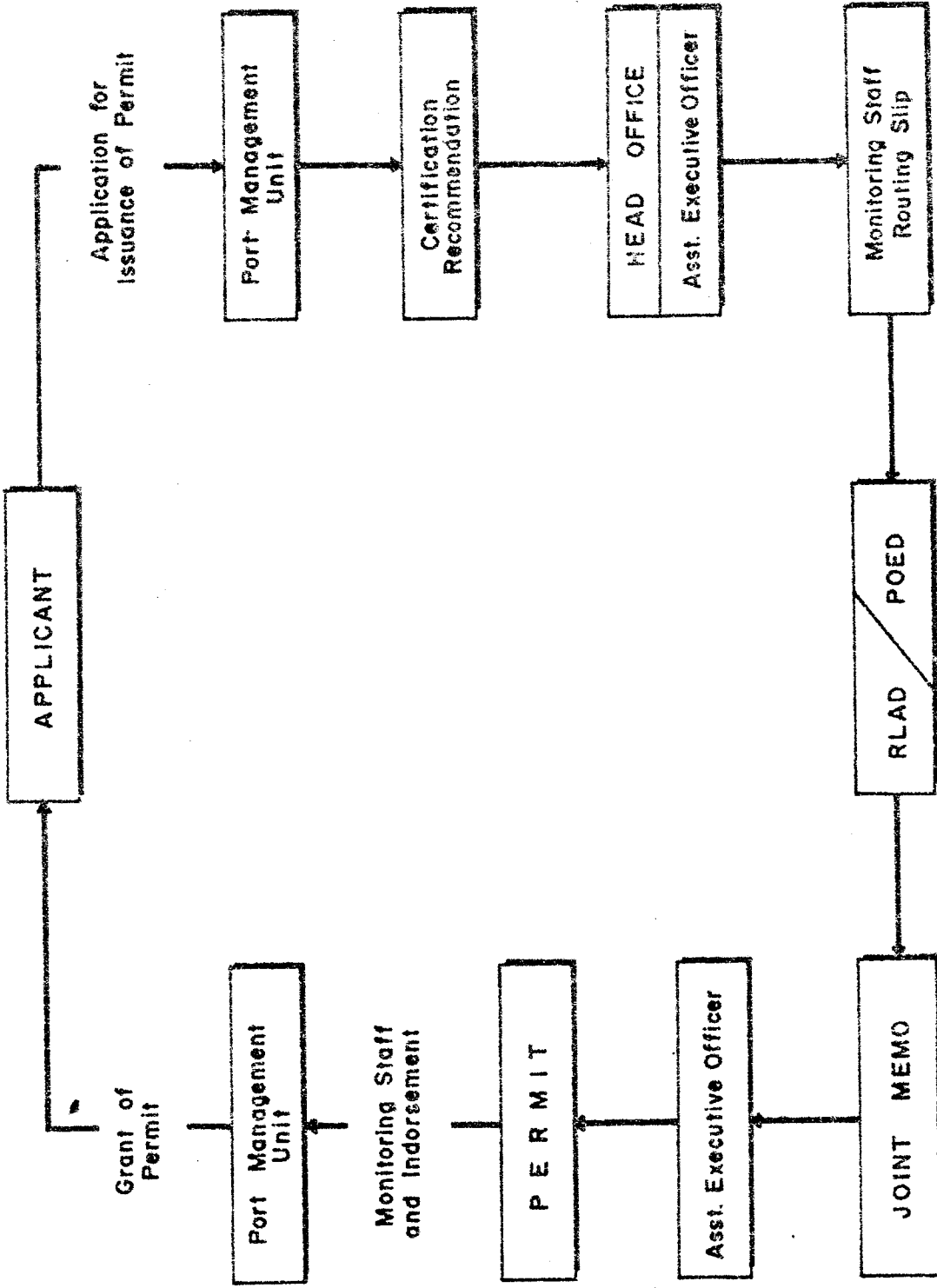
POED/POD

Encls.: Annexes"

- "A" - Flow Chart on Permit Processing
- "B" - Certification-Port Manager
- "C" - Joint Memorandum of POED and RLAD
- "D" - Indorsement of Permit to PMU



FLOW CHART OF PROCESSING OF PERMITS



PHILIPPINE PORTS AUTHORITY
5th Floor, B.F. Condominium
Aduana, Intramuros, Manila

May 21, 1979

APPLICANT: _____

C E R T I F I C A T I O N

I hereby certify that this PMU has duly evaluated the herein application of said applicant to render _____ service at _____ service at _____. The applicant has satisfactorily complied with the requirements of PPA Memorandum Order No. 21 and other pertinent PPA rules and regulations.

This will likewise certify that:

- a) I have conducted an ocular inspection of the applicant's equipment and facilities and find the same sufficient for the service intended to be rendered.
- b) I have personally evaluated all relevant documents and enclosures attached hereto, numbered consecutively and signed in full by me on each and every page thereof, as listed below:

Port Manager

J O I N T M E M O R A N D U M

FOR: AGM-OPERATIONS

Subject: _____

Proposed Operator: _____

Proposed Area of Operation: _____

Proposed Type of Service: _____

Proposed Duration: _____

Summary: _____

Comments: Operations - _____

Legal - _____

Recommendations: _____

POED (as to operational aspect): RLAD (as to legal aspect):

Traffic Operations Div.

Port Operations Div.

Regulation and Documentation