



28 July 2003

PPA MEMORANDUM ORDER

NO. 11 - 2003

T O All District Managers, Port Managers,
Shipping Companies/Agents
And Others Concerned

SUBJECT Submission of Notice of Arrival and
Application for Berth/Anchorage

In view of the implementation of the PPA MIS Computerization Project, the submission of the modified *Notice of Arrival* and the *Application for Berth/Anchorage* shall be strictly enforced with the following supplemental guidelines

1 Notice of Arrival

- 1 1 The *Notice of Arrival* (NOA) required in Sections 4 and 5 of PPA Admin Order No, 13-77 shall be properly prepared using the prescribed format in Attachment "A" and following the "General Instructions" for its preparation
- 1 2 The NOA shall be submitted to the Port Management Office (PMO) or Terminal Management Office (TMO) concerned at least 48 hours prior to vessel arrival or before any delivery of cargo inside the port for loading
- 1 3 A separate "Crew List" may be attached to provide detailed information about the crew of the vessel
- 1 4 For a vessel on its maiden voyage, the NOA shall be accompanied with the Vessel Information Sheet and Vessel Certificate and such maiden voyage shall be properly indicated in the NOA
- 1 5 The NOA shall not be construed as the Application for Berth/Anchorage (ABA)

2 Application for Berth/Anchorage

- 2 1 The Application for Berth/Anchorage (ABA) shall be submitted as required in Section 29 of PPA Admin Order No 13-77
- 2 2 The ABA shall be properly prepared using the prescribed format provided in Attachment "B" and following the "*General Instructions*" for its preparation

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

PA 07-2803-G-07

2.3 The ABA shall be submitted to the PMO or TMO concerned at least 24 hours for vessels with scheduled runs and 36 hours for tramping vessels. However, the ABA may be filed by concerned parties within sufficient time.

For guidance and strict compliance



ALFONSO G. CUSI
General Manager

Attachments 1 NOA Form and General Instructions
2 ABA Form and General Instructions



NOTICE OF ARRIVAL

For
 Port Manager
 PMO - _____

Date : _____

Thru:
 The Harbor Master

The following vessel is expected to arrive with the following details

Vessel Name			
Incoming Voyage No:		Flag.	Master:
Outgoing Voyage No:			Call Sign
GRT	NRT:	DWT	LOA.
ETA:	ETD	Purpose of Call	
Last Port of Call		Next Port of Call	
Port of Origin		Port of Destination	
No of Crew (including Master)		Nationality	
_____		_____	
_____		_____	
_____		_____	
Maiden Voyage: <input type="checkbox"/> Yes <input type="checkbox"/> No		Dry-dock	
		Start Date.	
		End Date.	
<u>For PPA Use only</u>			
NOA Number:			

Note For vessel on a Maiden Voyage or dry-dock, Vessel Registration Form and Vessel Certificate must be attached

Shipping Line/Agent: _____

Signature of Representative

Address: _____

Name of Representative

Tel. No: _____

GENERAL GUIDELINES

- 1 Indicate the date (mm/dd/yyyy) the form is accomplished
Example Date 03/03/2003
- 2 Indicate the Name of the Port Manager and the PMO (Port Management Office) where the vessel is expected to arrive
Example For Mr Anthony Mercado
Port Manager
PMO - Batangas
- 3 Provide the Name of the Vessel
Example
Vessel Name MV Queen Elizabeth
- 4 Provide the Incoming and Outgoing Voyage Number of the Vessel
Example
Incoming Voyage Number 34065979
Outgoing Voyage Number 59694003
- 5 Indicate the Flag or indication of the country in which the vessel is registered
Example: Flag. Philippines
- 6 Provide the Name of Master of the vessel arriving
Example: Master Capt Andrew Cruz
- 7 Provide the Call Sign of the Vessel A call sign is a sequence of letters and numbers unique to each vessel
Example: Call Sign TRER6555
- 8 Provide the GRT (Gross Register Tons) of the vessel
Example GRT 5000 Tons
- 9 Provide the NRT (Net Registered Tonnage) of the vessel
Example NRT 3000 Tons
- 10 Provide the DWT (Dead Weight Tonnage) of the vessel This is the number of tons of 2,240 pounds that a vessel can transport for cargo, stores and bunker fuel It is the difference between the number of tons of water a vessel displaces "light" and the number of tons it displaces when submerged to the "load line"
Example Dead Weight Tonnage 750 00 tons
- 11 Provide Length Over All of the vessel in meters The length over all is the maximum length between the farthest ends of the vessel
Example Length Over All 135 00 meters
- 12 Provide the Estimated Time of Arrival of the vessel
Example ETA 03/17/2003 05 28 19
- 13 Provide the Estimated Time of Departure of the vessel
Example ETD 03/18/2003 15 00 00
- 14 Provide the Purpose of Call of the Vessel
Example Purpose of Call Discharging of Cargoes
- 15 Provide the Last Port of Call The Last Port of Call is the last port where the vessel departed
Example Last Port of Call North Harbor
- 16 Provide the Next Port of Call The Next Port of Call is the port where the vessel will call from the port where the vessel is currently calling
Example Next Port of Call South Harbor
17. Provide the Port of Origin and Port of Destination of the Vessel
Example Port of Origin Port of Davao
Port of Destination South Harbor
18. Provide the No of Crew of the Vessel including the Master and the Nationality of the Crew Members
Example

No of Crew (including Master)	Nationality
<u>20</u>	<u>Filipino</u>
- 19 Indicate if the Vessel is on its Maiden Voyage by marking with an X the appropriate box
Example Maiden Voyage Yes No
- 20 Indicate the Start and End Date (mm/dd/yy) of the Dry Dock Period
Example Dry Dock Start Date 03/03/2003
End Date 03/13/2003
- 21 Provide the Shipping Line/Agent, Shipping Line/Agent Address, Telephone Number, Signature of the Representative and the Name of the Representative.
Example

Shipping Line/Agent	<u>WG&A</u>
Shipping Line/Agent Address	<u>#25 Leon Guinto St</u>
	<u>Malate, Manila, Philippines</u>
Telephone Number	<u>521-0912</u>
Signature of Representative	<u>Juan Dela Cruz</u>
Name of Representative	<u>Juan Dela Cruz</u>

APPLICATION FOR BERTH/ANCHORAGE

 For
 Port Manager
 PMO - _____

Date of Application _____

Thru
 The Harbor Master

The undersigned agent operator of the vessel herein described respectfully submits this application of berth/anchorage in accordance with PPA Rules and Regulations

Vessel Name					
Voyage Type. <input type="checkbox"/> Foreign <input type="checkbox"/> Domestic		Incoming Voyage Number		Outgoing Voyage Number	
				Purpose of Call <input type="checkbox"/> Discharging <input type="checkbox"/> Loading <input type="checkbox"/> Others	
ETA			ETD		
Last Port of Call:			Next Port of Call		
Port of Origin:			Port of Destination		
<u>DRAFT (M)</u>					
FWD : _____		AFT _____			
<u>Services Required</u>					
<input type="checkbox"/> Bunkers _____		<input type="checkbox"/> Water _____		<input type="checkbox"/> Repairs _____	
<input type="checkbox"/> Others (specify) _____					
Cargoes	U nloading	L oading	Container	U nloading	L oading
General (ton)	_____	_____		10' 20' 40' OTH	10' 20' 40' OTH
Bulk (ton)	_____	_____	FCL	_____	_____
Live Stock	_____	_____	LCL	_____	_____
Others (Heavy Lift, etc)	_____	_____	MT	_____	_____
Total	_____	_____	Reefer	_____	_____
			Total	_____	_____
Cargo Requiring Special Equipment _____					
Berthing Preference:		Docking Side		Tug Assistance	
		<input type="checkbox"/> PortSide <input type="checkbox"/> StarBoard		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Mediterranean		Passenger Disembarking	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Remarks					
<u>For PPA Use Only</u>					
NOA Reference Number _____					
Berth tentatively allocated Pier/Slip: _____ Berth _____					

Shipping Line/Agent _____

Signature of Representative

Shipping Line/Agent Address:

Name of Representative

Tel No _____

GENERAL INSTRUCTIONS

- 1 Indicate the date (mm/dd/yy) the application form is accomplished
Example Date of Application 03/03/2003
- 2 Indicate the Name of the Port Manager and the PMO (Port Management Office) where the vessel is applying for berth/anchorage
Example For Mr Anthony Mercado
Port Manager
P MO - Batangas
- 3 Provide the Name of the Vessel
Example Vessel Name MV Queen Elizabeth
- 4 Indicate the Voyage Type of the vessel by marking with an 'X' the appropriate box If the voyage of the vessel is outside the Philippine area of responsibility, mark Foreign If the vessel's voyage is within the Philippine area of responsibility, mark Domestic
Example
Voyage Type Foreign Domestic
- 5 Provide the Incoming and Outgoing Voyage Number of the Vessel
Example Incoming Voyage Number 01234567
Outgoing Voyage Number 49506934
- 6 Indicate the Purpose of Call by marking with an 'X' the appropriate box If the purpose is for discharging, mark Discharging If the purpose is for loading, mark Loading If the purpose is other than Discharging and Loading, mark Others
Example
Purpose of Call Discharging Loading
 Others
- 7 Provide the Estimated Time of Arrival and Estimated Time of Departure of the Vessel
Example ETA 12/05/2002 11 25 30
ETD 12/07/2003 10 15 20
- 8 Provide the Last Port of Call The Last Port of Call is the last port where the vessel departed.
Example Last Port of Call North Harbor
- 9 Provide the Next Port of Call The Next Port of Call is the port where the vessel will call from the port where the vessel is currently calling
Example Next Port of Call South Harbor
10. Provide the Port of Origin and Port of Destination of the Vessel
Example Port of Origin Port of Davao
Port of Destination South Harbor
- 11 Indicate the Draft of the vessel in meters The Forepart Draft (FWD) refers to the draft of the front portion of the vessel while the Afterpart Draft (AFT) refers to the draft of the rear portion of the vessel
Example FWD 10 meters
AFT 20meters
- 12 Indicate the Services Required by the vessel by marking with an 'X' the appropriate box
Example
Services Required Bunkers Water
 Repairs Others (Specify) _____
- 13 Enumerate the cargoes for Loading and/or Unloading based on the provided classification
Example

Cargoes	Unloading	Loading
General (in tons)	<u>0</u>	<u>20</u>
Bulk (in tons)	<u>20</u>	<u>0</u>
Live Stock Carrier	<u>0</u>	<u>10</u>
Others	<u>50</u>	<u>0</u>
Total	<u>90</u>	<u>30</u>
- 14 Enumerate if the vessel will be Loading and/or Unloading Containers based on the provided sizes and classifications of containers
Example

Container	Unloading			Loading		
	1 0'	20'	40' Oth	10'	20'	40' Oth
F CL	---	<u>1</u>	---	---	<u>1</u>	---
L CL	---	---	---	<u>2</u>	---	---
MT	---	<u>1</u>	---	---	---	---
Reefer	---	---	---	<u>1</u>	---	---
Total	---	<u>2</u>	---	<u>3</u>	<u>1</u>	---
- 15 Provide information if Cargo for Loading and/or Unloading will be Requiring Special Equipment
Example Gantry
- 16 Provide information if vessel will require Berthing Preference
Example Berth 1
- 17 Indicate the Docking Side of the Vessel by marking with an X the appropriate box
Example
Docking Side Portside Starboard
 Mediterranean
- 18 Indicate if vessel will require Tug Assistance by marking with an 'X' the appropriate box
Example Tug Assistance Yes No
- 19 Indicate if vessel will have Passengers Disembarking by marking with an X the appropriate box
Example Passengers Disembarking Yes No
- 20 In the Remarks section, indicate the special docking arrangements such as bow-in/ bow-out and other requirements of the vessel not contained in the above boxes
Example Vessel will require bow-in arrangement
- 21 Provide the Shipping Line/Agent, Shipping Line/Agent Address, Name of Representative and Signature of Representative
Example
Shipping Line/Agent W G&A
Shipping Line/Agent Address #25 Leon Guinto St
Malate, Manila
Philippines
Name of Representative Juan Dela Cruz
Signature of Representative Juan Dela Cruz