1. Vessel Entrance Formalities

Facilitate all vessels' entrance formalities, whether domestic or foreign calling at the port, upon submission of complete documentary requirements.

Office/Division:	Port Services Division-Marine Section
Classification:	Simple
Type of Transaction:	G2B-Government to Business G2G-Government to Government
Who may avail:	Vessel or Shipping Line Representative/Agent

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Domestic Vessel	
1. Notice of Arrival (3 copies) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)	PPA website for online application; PPA PMO - PSD Marine Section/Harbor Office for manual application
2. Application for Berth/Anchorage (3 copies) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)	PPA website for online application; PPA PMO - PSD Marine Section/Harbor Office for manual application
3. Vessel's Roll Book (1 – original copy)	Shipping Lines
4. Passenger Manifest (3 copies) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)	Shipping Lines
5. Dangerous Cargo Manifest (3 copies) (if applicable) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)	Shipping Lines
6. Duly signed Inward Coasting Manifest (3 copies) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)	Shipping Lines
7. Waste on Board Vessel Information Form (WOBVIF) (1 - Original Copy/ Electronic Copy)	PPA PMO - PSD Marine Section
B. Foreign Vessel	
1. Notice of Arrival (3 copies) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)	PPA website for online application; PPA PMO - PSD Marine Section/Harbor Office for manual application
2. Application for Berth/Anchorage (3 copies) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)	PPA website for online application; PPA PMO - PSD Marine Section/Harbor Office for manual application
3. Passenger Manifest (if applicable) (3 copies) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)	Shipping Lines
4. Dangerous Cargo Manifest (3 copies) (if applicable) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)	Shipping Lines
5. Inward Foreign Manifest (3 copies) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)	Shipping Lines

Waste on Board Vessel Information Form (WOBVIF) (1 Original Copy/Electronic Copy)		PPA PMO – PSD Marine Section/ Harbor Office		
C. Additional requirements for Vessel on Maiden Voyage				
1. Vessel Information Sheet (1 - Original Copy/Electronic Copy/Scanned Copy/Photocopy)		PPA Website (downloadable forms)		
2. Certificate of Inspection (domestic vessels) (1 - Original Copy/Electronic Copy/Scanned Copy/Photocopy)		MARINA		
3. International Tonnage Certificate (foreign vessel) (1 - Original Copy/Electronic Copy/Scanned Copy/Photocopy)		Shipping Lines/ Flag Registry		
Client Steps	**Agency Action**	**Fees to be paid**	**Processing Time**	**Person Responsible**
1. Transmit/submit the Notice of Arrival (NOA) and Application for Berth and Anchorage (ABA) together with the Waste on Board Vessel Information Form (WOBVIF)	1. Acknowledge receipt of documents, evaluate, and verify the accuracy of the entries in the documents. If found in order, schedules the client for a Berthing Meeting.	None	2 hrs. and 15 mins.	PPA Harbor Operations Officer/ Authorized Representative PMO - PSD Marine Section
Notes: Vessel with Scheduled Runs (Passenger, Containerized, and Roro Vessels): ABA: 24 hrs. before arrival; NOA: 48 hours prior to vessel arrival • Tramping Vessel: ABA: at least 36 hrs. before arrival • Foreign Vessel: 48 hrs. before arrival • Regular-Run Fast ferries may file their NOA/ABA on a month-to-month basis by the shipping company [Reference: PPA MO No. 12-97] Remarks: * If in any case, the face-to-face transaction is not possible, submission of documentary requirements may also be done via iPorts and other electronic means such as email or fax messages.				
2. Attends the Berthing Meeting.	2. Conducts the Berthing Meeting for allocation of berth and discussion and preparation of other important matters. * If in any case, the face-to-face	None	2 hrs.	PPA Harbor Master/ Authorized Representative PMO - PSD Marine Section

	transaction is not possible, Berthing Meetings can also be done virtually thru videotelephony software such as Zoom, Microsoft Teams, Google Meet, GoToMeeting, and the likes.			
3. Submits the complete set of documents for entrance formalities at the PMO PSD- Marine Section. a. 3 copies Application for Berth/Anchorage b. 3 copies Passenger Manifest (if applicable) c. Dangerous Cargo Manifest (if applicable) d. Waste on Board Vessel Information Form (WOBVIF) e. Vessel's Roll Book (domestic) f. 3 copies Inward Coasting Manifest (domestic) g. 3 copies Inward Foreign Manifest (foreign) *If the vessel is on a maiden voyage, submit the additional requirements for a maiden voyage.*	3. Checks/ verifies the completeness of the submitted documents. Logs Actual Time of Arrival at the Vessels Logbook. Stamps manifest and/ or roll book **"Entered"**.	None	3 mins.	PPA Harbor Operations Officer/ Authorized representative PMO - PSD Marine Section
	TOTAL:	**None**	**4 hrs. 18 mins.**	