

October 19, 2022



PMO Administrative Order

No. SSG-08-102422

SUBJECT : PMO GUIDELINES IN THE ISSUANCE OF PORT USER'S PASS/ID & VEHICLE STICKER/PASS FOR PORTS UNDER PMO SOCSARGEN

1. Legal Basis

- 1.1. PPA Administrative Order No. 01-2013 Simplified Documentary Requirements for the Processing and Issuance of PPA Vehicle Stickers and Port User's ID/Pass
- 1.2. Section VI of PPA Administrative Order No. 04-2009 Revised General Pass Control System and Access Regulation
- 1.3. PMO Memorandum Circular No. 004-2016 Electronic Permit Management System
- 1.4. PMO Revised Delegation of Authority – Authority to Issue/Approve Annual Vehicle/Pedestrian Pass

2. Objectives

- 2.1. To facilitate ease of doing business for port users in applying for issuance of port user's pass/ID and vehicle pass/sticker.
- 2.2. To further strengthen the system of monitoring of the compliance of port users and vehicle under the simplified process of access pass issuance.
- 2.3. To introduce further continual improvements in the internal controls of the PMO in its permitting business processes.

3. Scope

These guidelines apply in the application, processing, approval, and issuance of port user's pass/ID and vehicle pass/sticker for PPA ports under PMO Socsargen, including monitoring compliance thereat.

4. Guidelines

- 4.1. All applications for port user's pass/ID and vehicle pass/sticker shall be processed and approved electronically under the PPA Electronic Permit Management System (e-PMS).
- 4.2. Port users/Permittees shall use the e-PMS in applying for port user's pass/ID and vehicle pass/sticker.
- 4.2.1. The supporting documents to be submitted by the applicant shall be in accordance with PPA Administrative Order No. 01-2013, as follows:

Type of Pass Applied	Documentary Requirements
Non-cargo/light vehicle for private use	<ol style="list-style-type: none"> 1. PPA Permit to Operate, as appropriate 2. Photocopy of LTO Certificate of Registration and Official Receipt
Non-cargo light vehicle for commercial use	<ol style="list-style-type: none"> 1. Permit to Operate 2. Sworn Certificate of Assumption of Responsibility/Master List of Transport Units duly notarized
Cargo vehicle/truck for private use	<ol style="list-style-type: none"> 1. PPA Permit to Operator, as appropriate 2. Sworn Certificate of Assumption of Responsibility/Master List of Transport Units duly notarized 3. Photocopy of LTO Certificate of Registration and Official Receipt
Cargo vehicle/truck for commercial use	<ol style="list-style-type: none"> 1. Permit to Operate 2. Sworn Certificate of Assumption of Responsibility/Master List of Transport Units duly notarized
Annual Port User's ID/Pass	<ol style="list-style-type: none"> 1. Duly accomplished application form 2. PPA Permit to Operate, as appropriate 3. Sworn Certificate of Employer and Master list of Employees duly notarized 4. Two (2) 1-1/2 x 1-1/2 pictures
Temporary Port User's ID/Pass	<ol style="list-style-type: none"> 1. Any acceptable identification card such as Company ID, Driver's License, COMELEC Voter's ID, Senior Citizen's ID, Postal ID, etc.

An application with incomplete requirements shall be disapproved for non-compliance with prescribed requirements.

- 4.3. Using the e-PMs, the Port Police Division shall be responsible in the **processing** of the application, and the subsequent **issuance** of the port user's pass/ID and vehicle pass/sticker, **after approval of the application by the Port Manager.**
- 4.4. No port user's pass/ID and vehicle pass/sticker shall be issued unless the **prescribed administrative fees have been paid and the application approved by the Port Manager.**

4.5. The issuance of port user's pass/ID and vehicle pass/sticker shall be done during regular working days only. No pass shall be issued during holidays and weekends.

4.6. The use of the pedestrian and vehicle pass shall be subject to compliance with pertinent PPA port rules and regulations and may be cancelled or revoked, based on non-compliance thereof.

5. Other Requirements

A PMO Database shall be established for the purpose of monitoring compliances/non-compliances, violations, and rectifications by concerned port users in relation to access regulations and relevant applicable PPA port rules.

5.1. As soon as the applications is approved by the Port Manager, pertinent details of the port user's pass/ID and vehicle pass/sticker shall be entered into the PMO database.

5.2. Any noncompliance or violation/s on access regulations by a port user shall also be properly entered by the apprehending officer from the Port Police Division into the PMO database, after a notice of violation has been properly served to the concerned port user. The subsequent compliance or rectification required from the port user/violator shall likewise be updated into the PMO database.

5.3. Consolidated summary of approved and valid port user's pass/ID and vehicle pass/sticker, corresponding violations and rectifications which are based on the PMO database shall be regularly furnished or made available by the Office of the Port Manager to the following:

- 5.3.1. Port Police Division; specific copies for security gate personnel
- 5.3.2. Port Services Division/Terminal Management Offices
- 5.3.3. PTO Compliance Monitoring Team

6. Effectivity

This Order takes effect immediately and supersedes all other PMO issuances inconsistent herewith.


CESAR M. DATAYA
Port Manager

Cc:

All Divisions
OPM
TMOs

Reference Attachments:

- 1. PPA Administrative Order 01-2013
- 2. PPA Administrative Order 04-2009
- 3. PMO Memorandum Circular 004-2016



AUG 14 2013
 Manila Office, South Harbor, Port Area, Manila 1018, Philippines, P.O. Box 438, Manila, Philippines
 Tel. No. (0632) 527-8556; Fax No. (0632) 527-8555; http://www.ppa.com.ph



PPA ADMINISTRATIVE ORDER
 Number 01 2013

TO : All Port District Managers, Port Managers, Port Police Division Managers/Station Commanders, TMO Division Managers/Officers-in-Charge, Cargo Handlers, Shipping Lines/Agents, Customs Brokers, Shippers, Truckers/Haulers/Forwarders and other Port Users Concerned

SUBJECT : Simplified Documentary Requirements for the Processing and Issuance of PPA Vehicle Stickers and Port User's ID/Pass

Pursuant to the pertinent provisions of Anti-Red Tape Act, and in line with the simplification of processes adopted by this Authority, PPA Administrative Order No. 04-2009 dated June 26, 2009 with the subject "Revised Pass Control System and Access Regulations," is hereby amended to read as follows:

Section V. Specific Guidelines

1. Annual Port User's ID/Pass

This is in the form of an identification card with the following description and/or information:

- ID size of 3 inches x 4 inches....

2. Administrative Fees

The rounding off to nearest peso of the prescribed fees to be collected pursuant to PPA Administrative Order 02-2011, which are intended to defray the actual cost of the stickers and identification cards, processing, enforcement, and administration of pass control system and access regulations, shall be maintained as follows:

Type of Passes	Admin Fee (PPA)	12%EVAT (BIR)	Total Fee (Inclusive of EVAT)
Temporary Port User's ID/Pass	Php 5.36	Php 0.64	Php 6.00
Temporary Vehicle Pass	10.71	1.29	12.00
Annual Port User's ID/Pass	50.00	6.00	56.00

VISION

By 2020, customers doing business in our ports shall experience full and sustained productivity, efficiency, control, connectivity, safety and security.

MISSION

We commit to provide reliable and responsive services in our ports, sustain development of our port communities and environment and be a model corporate agency of the government.

PPA A0 NO. 01 - 2013

Annual Vehicle Sticker/Pass (Non-Cargo/light vehicle)	75.00	9.00	84.00
Annual Vehicle Sticker/Pass (Cargo vehicle/truck)	100.00	12.00	112.00

3. Processing and Issuance of Vehicle Sticker/Pass

3.3 Supporting Documents

- a. Non-cargo/light vehicle for private use
 - PPA Permit to Operate, as appropriate
 - Photo copy of LTO Certificate of Registration and Official Receipt
- b. Non-cargo light vehicle for commercial use
 - Permit to Operate
 - Sworn Certificate of Assumption of Responsibility/ Master List of Transport Units duly notarized
- c. Cargo vehicle/truck for private use
 - PPA Permit to Operate as appropriate
 - Sworn Certificate of Assumption of Responsibility/ Master List of Transport Units duly notarized
 - Photo copy LTO Certificate of Registration and Official Receipt
- d. Cargo Vehicle/truck for commercial use
 - Permit to Operate
 - Sworn Certificate of Assumption of Responsibility/ Master List of Transport Units duly notarized
- e. Annual Port User's ID/Pass
 - Duly accomplished application form
 - PPA Permit to Operate, as appropriate
 - Sworn Certificate of Employer and Master list of Employees duly notarized
 - Two (2) 1-1/2 x 1-1/2 pictures

f. Temporary Port User's ID/Pass

- Any acceptable identification card such as Company ID, Driver's Licence, COMELEC Voter's ID, Senior Citizen's ID, Postal ID, etc.

All other provisions of PPA Administrative Order No. 04-2009 remain valid.

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


JUAN C. STA. ANA
 General Manager

Published in the Philippine Star - August 30, 2013
Effectivity Date September 14, 2013

AFFIDAVIT OF ASSUMPTION OF RESPONSIBILITY AND MASTERLIST OF EMPLOYEES

I, _____ in my capacity as _____
 with office address at _____
 do hereby declare under oath
 that the name/s appearing in the herein master list is/are my bonafide employee/s.

	NAME	POSITION/DESIGNATION	SIGNATURE
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____

That the above named employees are duly authorized to transact business for and in my behalf at _____ and that I bind myself and assume responsibility for whatever damages said employee/s may cause while transacting or doing business in the port.

That the above-named employees have security clearances issued by appropriate agencies of the government and that they will not pose a threat or security risk to the port facilities and other port users.

That this affidavit is executed in connection with our application for **PPA ANNUAL Port User's Pass** subject to existing **Port Rules and Regulations**.

IN WITNESS WHEREOF, I have hereunto affixed my signature this _____ Day of _____ at _____ Philippines.

Affiant/Applicant

SUBSCRIBED AND SWORN TO BEFORE ME, this _____ day of _____, the herein affiant exhibiting his Community Tax Certificate No. _____ issued at _____ Philippine on _____.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of 201 _____

**AFFIDAVIT OF ASSUMPTION OF RESPONSIBILITY
MASTER LIST OF TRANSPORT UNITS**

I, _____ (name), of legal age, single / married and with postal address at _____
after having duly sworn to in accordance with law do hereby depose and state that:

- I am the _____ (state position in the company)
of _____ (name of company).
- That _____ (name of company) is a legitimate port user
engaged in _____ (services) at the port of _____
- That said company/firm owns & operates the following transportation / trucking units
which had been issued valid registration, clearance, and permits and for which I
assume responsibility for their legitimate, safe and secure operations:

TYPE	MAKE	PLATE NO.
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____

- That this Affidavit is being executed in support of our application for the issuance of
PPA Cargo Vehicle Pass / Sticker for Calendar Year _____

Affiant

SUBSCRIBED AND SWORN to before me this _____ day of _____ 201____, the herein
affiant exhibiting his Community Tax Certificate No. _____ issued at _____
On _____, 201____.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of 201____.

**APPLICATION FOR PPA ANNUAL PORT USER'S PASS
BIO DATA OF INDIVIDUAL EMPLOYEE FOR : _____**

Name of Company

NAME: _____
(LAST) (FIRST) (MIDDLE)

DATE & PLACE OF BIRTH: _____

CITY ADDRESS: _____

PROVINCIAL ADDRESS: _____

PARENT'S NAME: _____
(FATHER) (MOTHER)

EDUCATIONAL ATTAINMENT: _____

NATIONALITY: _____ SEX: _____ MARITAL STATUS: _____

HEIGHT: _____ WEIGHT: _____ HAIR: _____ COMPLEXION: _____

SCARS & MARKS: _____

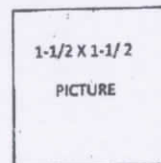
EMPLOYER: _____

ADDRESS & TEL. No.: _____

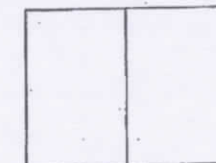
DESIGNATION: _____ DATE EMPLOYED: _____

CTC NO.: _____ PLACE & DATE OF ISSUANCE: _____

SIGNATURE OF APPLICANT



THUMBMARK



LEFT

RIGHT



Bonifacio Drive, South Harbor, Port Area, Manila 1018, Philippines, P.O. Box 436, Manila, Philippines
Tel. No. (0632) 527-8356, Fax No. (0632) 527-4855, http://www.ppa.com.ph

JUN 26 2009

PPA ADMINISTRATIVE ORDER
Number 04 - 2009



T O : All Port District Managers, Port Managers, Port Police Division Managers/Station Commanders, TMO Manager/Officers-in-Charge, Cargo Handlers, Shipping Lines/Agents, Custom Brokers, Shippers, Consignees, Truckers/Haulers/Forwarders and Other Port Users Concerned.

SUBJECT : Revised General Pass Control System and Access Regulations

Section I. Authority:

1. Section 6, par. C, sub-par. B, CD and E and Section 43, par. A, B and C-13 of PD 857, as supplemented by Executive Order No. 513.
2. PPA Administrative Order No. 13-77, particularly Sections 67, 83, 84 and 85.
3. International Ship and Port Facility Security (ISPS) Code.
4. Book I and Book II of The National Security Programme for Sea Transport and Maritime Infrastructure.

Section II. Coverage:

These Regulations cover all vehicles and persons entering the Baseports, Terminal Management Offices (TMOs) and other Ports directly under the jurisdiction of all Port Management Offices (PMOs) of the Philippine Ports Authority.

Section III. Definition of Terms:

As used in these Guidelines, the following terms shall mean as follows:

1. **Authority** refers to the Philippine Ports Authority or PPA.
2. **Baseport** refers to the port where the administration office of the Port Management Office (PMO) is located.

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, and be a model corporate agency of the government.

PPA AO NO. 04 - 2009

Section VI. Authority to Issue Additional Specific Guidelines:

All PMOs are authorized to issue additional specific guidelines necessary to effectively implement these Regulations, taking into account the peculiar situation of each port, subject to existing limitations imposed by higher authorities.

Section VII. REPEALING CLAUSE

All orders, circulars, memoranda and other issuances inconsistent hereof are hereby repealed or amended accordingly.

Section VIII. EFFECTIVITY

This Administrative Order shall take effect fifteen (15) days after publication in newspaper of general circulation.

[Signature]
ATTY. OSCAR M. SEVILLA
General Manager

Published in the Philippine Star - July 7, 2009
Effectivity Date July 22, 2009

23 MAY 2016

PMO Memorandum Circular
No. 004-2016

TO : All Port Users
All Concerned PMO Personnel
All Others Concerned

SUBJECT : Electronic Permit Management System

I. Authority

- a. PPA Administrative Order No. 07-2013 – Simplification of Procedures in the Processing and Issuance of Permits to Operate Ancillary Services in the Ports
- b. Memorandum dated March 11, 2016 from the Information and Communication Technology Department re: Electronic Permit Management System (e-Permit) Implementation
- c. PMO Special Order No. 085-2016 re: Electronic Permit Management System

II. Objectives

To simplify the procedures in the processing and issuance of permits through the use of information and communication technology.

III. Coverage

The use of e-Permit shall cover all permits pertaining to ancillary services, pedestrian and vehicle access at PMO Socsargen.

IV. Guidelines

The following guidelines are hereby prescribed in the processing and issuance of permits through the e-Permit:

1. Application for permits using e-Permit shall be in pilot phase for a period of one (1) month starting from June 15, 2016. During the pilot phase, port users are encouraged to apply for permits using e-PMS. However, manual application shall still be accepted.

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2. **Effective July 15, 2016 all applications for permit, processing issuances shall be strictly done through the e-Permit.** Manual application shall no longer be accepted.

3. Applicants using the e-Permit shall access the following uniform resource locator (URL) in the internet:

URL	Description	Purpose
http://epms.ppa.com.ph/pcrs	Port Customer Registration System (PCRS)	To register profile, as a legitimate user of the e-Permit
http://epms.ppa.com.ph	Electronic Permit Management System (e-Permit)	To submit applications for permits in PPA

4. All applicants are required to register in the PCRS, before being able to log on the e-Permit.
5. By using the e-Permit, the applicant/port user agrees to the terms and conditions of its use as contained in the online system.
6. Personal appearance shall be required on the part of the permittee upon approval of the permit for the signing of the hard copy/system generated print-out of the Permit. Likewise, scanned copy of the approved/signed Permit shall be furnished to the permittee through email.

V. Specific Responsibilities

1. The overall monitoring of the implementation of the e-Permit in the PMO is the responsibility of the e-Permit Office under the Office of the Port Manager.
2. The specific responsibilities for the processing of specific types of permits under the e-Permit are the following:

Type of Permit	Responsible Office
Ancillary Services	Business Development Marketing Officer (EPMS Processor)
Pedestrian and Vehicle Pass	Manager, Port Police Division (EPMS Processor)

3. Site support shall be provided by the Site Administration in coordination with ICTD to ensure optimum operation of e-Permit in the PMO.

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VI. Other Provisions

Port users intending to use the e-Permit may wish to get familiarized with the system by using the test server at URL:

- <http://epms.ppa.com.ph/epms-test>

VII. Effectivity

This Circular takes effect June 15, 2016.



LUIS A. CUISON
Port Manager