



September 12, 2022

PMO Administrative Order

No. SSG-13-091222

TO : The PSD Manager
The Harbor Master
The Terminal Supervisor
All Shipping Lines/Representatives/Ship's Agent/Brokers
All Others Concerned

FROM : The Port Manager, PMO Socsargen

SUBJECT : SUBMISSION OF DECLARATION FORM ON PORT SERVICE PROVIDERS ENGAGED IN VESSEL/CARGO OPERATIONS AT THE PORT OF GENERAL SANTOS

1. Legal Bases

- 1.1. PPA Administrative Order No. 13-1977 General Port Regulations of the Philippine Ports Authority - Article II (5(i), Article V Section 52 & Section 84
- 1.2. PPA Administrative Order No. 09-2020 Revised Guidelines in the Issuance of Permit to Operate (PTO) for the Provision of Ancillary Services in Ports

2. Scope

This Order applies to all shipping lines/representatives/ship's agent/brokers with vessel/cargo operations at the Port of General Santos/Makar Baseport.

3. Objectives

- 3.1. To further strengthen the monitoring system of the PMO in checking the compliance of entities/services engaged in the provision of port services (core/primary/ancillary) at the Baseport, in pursuance of the regulatory functions of PPA.
- 3.2. To ensure attainment of port productivity and efficiency targets in the provision port services at the Port of General Santos by allowing only those entities/service providers with existing/valid permits/license/authority, and with available sufficient of equipment and personnel, based on required productivity/efficiency standards/commitments for the vessel/cargo operations.
- 3.3. To retain documented information regarding the engagement of port users on various authorized service providers in the port, as basis for performance monitoring, evaluation, and continual improvements on the provision of port services in PPA.

4. Guidelines

Accomplishment and Submission of the Declaration Form (DF)

- 4.1. All shipping lines/representatives/ship's agent/brokers shall submit a dully accomplished and signed Declaration Form (Annex A) containing information on the entities engaged to provide port services on vessel/cargo operations on a per vessel/voyage basis.
- 4.2. The DF is due for submission on the date of the pre-planning/berthing meeting when the discussion on the vessel/cargo operations of the specific vessel/voyage is scheduled to be tackled by the Harbor Master (HM) and the Terminal Supervisor (TS).
- 4.3. Priority for discussion during the pre-planning/berthing meeting shall be given to those vessel/voyage with submitted DF, in addition to the NOA/ABA.

Review of Declaration Form

- 4.4. Upon receipt of the DF, the HM and the TS shall both review the appropriate information of port service providers declared in the DF by verifying the following:
 - 4.4.1. Valid Permit/License/Authorization

To determine if the service provider engaged for the vessel/cargo operation as declared in the DF has valid permit/license/authorization as reflected in the OPM Database of Service Providers with Valid Accreditation and PTO (updated daily).
 - 4.4.2. Availability and Sufficiency of Equipment and Personnel

To determine if the service provider has the available sufficient equipment and personnel necessary to complete the vessel/cargo operations, per required productivity/efficiency standards and/or commitments.
- 4.5. The HM and the TS shall jointly attest by signing the Declaration Form (DF), if all the declared service providers are determined to have valid permit/license/authorization, and available sufficient equipment and personnel.
 - 4.5.1. The TS returns the DF to the Declarant, for revision – if any of the declared service providers are determined as having no valid or expired permit/license/authorization, or insufficient and unavailable equipment and personnel. In making the revision/s, the HM/TS shall endeavor to inform the Declarant of other available service providers with existing/valid permit/license/authorization appearing in the OPM Database.
- 4.6. The submission of revised declaration or an addendum to the original declaration may be done after the pre-planning/berthing meeting but not later than the actual commencement of the vessel/cargo operations for the vessel/voyage.

Electronic Distribution of Accomplished DF

4.7. The Terminal Section shall cause the electronic distribution of the dully accomplished DF daily every 10AM, to the following:

- 4.7.1. OPM Permits (permitsocsargen@ppa.com.ph)
- 4.7.2. PSD Terminal (terminalsocsargen@ppa.com.ph)
- 4.7.3. PSD Marine (marinesocsargen@ppa.com.ph)
- 4.7.4. Port Police Division (portpolicesocsargen@ppa.com.ph)
- 4.7.5. PTO Compliance Monitoring Team (lfptanco@ppa.com.ph)

Upon the request of the Declarant, same may be furnished electronic copy of the dully accomplished DF of their vessel/voyage.

5. Effectivity

This Order takes effect September 16, 2022.


CESAR M. DATAYA

Cc: All Division Managers;
BDMS; OPM Permits

DECLARATION FORM PORT SERVICE PROVIDERS ENGAGED IN VESSEL/CARGO OPERATIONS



Date : _____

In relation to the port call of MV _____ Voyage Number _____ (In/Out), we are executing this Declaration on the entities engaged to provide the necessary port services for the vessel/cargo operations at the Port of General Santos/Makar Baseport, to wit:

Please note those marked with "✓" are engaged services, while those marked with "x"/NA are not engaged/not applicable:

PRIMARY CORE SERVICES	AUTHORIZED SERVICE PROVIDER	Authority Valid Until	Remarks E.g. Commitment on Minimum Number of Equipment/Personnel/Others
Cargo Handling <input type="checkbox"/>	South Cotabato Port Services, Inc. (SCIPSI)	HOA December 31, 2022	Per VOC
Mooring/Un-mooring <input type="checkbox"/>	South Cotabato Port Services, Inc. (SCIPSI)		
Pilotage <input type="checkbox"/>	GS Harbor Pilots Multipurpose Cooperative (GSHMPC)		
Porterage <input type="checkbox"/>	South Cotabato Port Services, Inc. (SCIPSI)		

ANCILLARY SERVICES	AUTHORIZED SERVICE PROVIDER	Authority Valid Until	Remarks E.g. Commitment on Minimum Number of Equipment/Personnel/Others
Bunkering <input type="checkbox"/>			
Cargo Checking <input type="checkbox"/>			
Chandling <input type="checkbox"/>			
Port Reception Facility <input type="checkbox"/>			
Security Service <input type="checkbox"/>			
Shipping Agent <input type="checkbox"/>			
Transport/Hauling/Trucking 3 rd Party Cargo <input type="checkbox"/>			
Transport/Hauling/Trucking Own Cargo <input type="checkbox"/>			
Towing/Tugging <input type="checkbox"/>			
Water Supplier <input type="checkbox"/>			
OTHERS <input type="checkbox"/>			
<i>Please specify</i>			

We further declare the following:

1. We are aware of the PPA rules & regulations that only entities/service providers with existing/valid permit/s or licenses issued by PPA shall be authorized to provide port services therein.
2. An entity which we have engaged to provide port services which hereafter determined/found by PPA as having expired or no valid permit/license from PPA, shall be immediately issued by PPA with a Cease-and-Desist Order (CDO) from continuing to provide port service/s until such time a valid permit/license/authorization has been obtained by the said entity/service provider.
3. Upon the issuance of a CDO, PPA is free and will not be held liable for any costs or demurrages incurred by the vessel/cargo for the delays attributable to the enforcement of the CDO to the non-authorized port service provider engaged by this Declarant, or any of its agents.

DECLARANT		JOINT ATTESTATION We hereby jointly attest to the truthfulness of the above foregoing declarations	
Signature over printed name of <i>Shipping Line Representative/Ship Agent/Broker</i>		HARBOR MASTER Signature over printed name	
		TERMINAL SUPERVISOR Signature over printed name	
Date:	Email Address		