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**PMO Memorandum Order**

No. 001-2021

PHILIPPINE  
PORTS  
AUTHORITY



**TO :** All Shipping Lines/Agents/Shippers/Consignees  
All Other Concerned Port Users  
All Concerned PMO Personnel

**SUBJECT :** Guidelines Governing Call of Vessels at Private Ports under the  
Jurisdiction of PPA Port Management Office SOCSARGEN and  
the Payment of Applicable Charges Thereof

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**1. Authority**

- 1.1. Presidential Decree No. 857
- 1.2. PPA Administrative Order No. 13-77 – General Port Rules of the Philippine Ports Authority
- 1.3. PPA Memorandum Order No. 13-82 Extent of PPA Regulatory Power Over the Movement of Vessels in Ports
- 1.4. PPA Memorandum Circular No. 26-85 Guidelines in the Imposition of Wharfage Fee on Cargoes that Pass Through Private Ports
- 1.5. PPA Memorandum Circular No. 41-85 Supplemental Guidelines on the Imposition of Wharfage Fee on Cargoes that Pass Through Private Ports
- 1.6. PPA Memorandum Circular No. 32-95 Clarification on Reduced Wharfage, Dockage and Usage Fees Extended to Officially Registered Private Ports per PPA MC 07-94.
- 1.7. PPA Memorandum Order No. 11-2003 Submission of Notice of Arrival and Application for Berth/Anchorage.

**2. Objectives**

- 2.1. To enhance efficient monitoring of vessel and cargo movement at private ports particularly on third party cargoes.
- 2.2. To ensure all revenues from port fees accruing from vessels and cargoes serviced in PPA officially registered private ports are properly collected.
- 2.3. To establish the process flow and specify the responsibilities in the diversion of vessels from the Baseport to any registered private port under the jurisdiction of PMO Socsargen.

### 3. Scope and Coverage

All vessels engaged in foreign or coast wise trade whose particulars warrant berthing or diversion to officially registered private ports.

### 4. General Guidelines

4.1. Vessels engaged in foreign or coast-wise trade may be allowed to call at officially registered private ports under the jurisdiction PMO Socsargen on the basis of the following circumstances<sup>1</sup>:

- 4.1.1. Where the government port/Makar Baseport cannot accommodate the vessels and/or handle their cargoes due to (1) pier congestion or (2) because of physical limitations e.g. *draft limitation* or (3) inadequacy of government facilities or (4) lack of cargo handling equipment or (5) other related causes;
- 4.1.2. Where the private ports are duly registered and/or authorized by PPA to handle specific cargoes belonging or consigned to the owners or operators or said ports and particular firms which cargoes require particular type of cargo-handling equipment not available in government ports.
- 4.1.3. Where the private ports are duly authorized by PPA to handle any cargoes, regardless of whether they are owned by the private port owners/operators or solely belonging to third parties, thus making public the service operations of said ports.

### 5. Specific Guidelines

#### Berthing Permit/ Permission to Proceed to Private Port

5.1. Any vessel engaged in foreign or coast wise trade carrying cargoes under the situations covered enumerated in Item 4.1 shall be **required to secure the prior permission of PMO SOCSARGEN before proceeding to the private port to load/unload cargoes**<sup>2</sup>.

- 5.1.1. Vessel must comply with the submission of Notice of Arrival (NOA) /Application for Berth Anchorage<sup>3</sup>.
- 5.1.2. For vessel falling under situation 4.1.2 and 4.1.3 above, the Harbor Operations Officer-On Duty stamps the NOA with "*PERMITTED TO BERTH AT PRIVATE PORT PER 4PPA MO 13-82*" and furnishes the duly stamped copy of the NOA to the vessel/shipping agent/representative.
- 5.1.3. For vessels falling under situation 4.1.1 above, upon receipt of the NOA:
  - 5.1.3.1. The Harbor Master or the Terminal Supervisor, as applicable, shall certify/attest to the particular/s enumerated under Item 4.1.1 applicable to the concerned vessel which warrant its diversion to an officially registered private port.

<sup>1</sup> PPA MO 13-82

<sup>2</sup> PPA MO 13-82

<sup>3</sup> PPA MO 11-2003



5.1.3.2. The Harbor Master accomplishes the Berthing Permit/Diversion to Private Port (Annex A), and electronically submits the same to the PSD Manager duly supported with the following:

5.1.3.2.1. Duly accomplished Notice of Arrival;

5.1.3.2.2. Certification from the Harbor Master or the Terminal Supervisor.

5.1.4. The PSD Manager recommends approval to the Port Manager.

5.1.5. The Port Manager grants permission to the concerned vessel by approving the Berthing Permit.

5.1.6. The Harbor Master or Harbor Operations Officer On-Duty issues the duly approved Berthing Permit to the concerned vessel.

## 6. Payment of Port Charges / Vessel Departure

6.1. Payments for wharfage, dockage and usage fees accruing to cargoes or vessels serviced in PPA officially registered private ports shall be equivalent to only 50% of those serviced in government ports.

6.2. The privilege on reduced fees given to private ports with permanent but expired Certificate of Registration shall be extended for a maximum period of 6 months to allow the private owner sufficient time to complete the required documents, provided an application for the renewal of the foreshore lease and PPA permit to operate shall be made prior to lease and operating expiration.

6.3. Any vessel permitted to berth at any private port under the jurisdiction of PMO SOCSARGEN **shall not be granted departure clearance unless all port charges are paid prior to actual departure** as evidenced by PPA official receipts.

## 7. Reportorial Requirements

7.1. The Berthing Status of all vessels calling in private ports shall be incorporated in the Daily Berthing Order being prepared by the Marine Section.

This Order takes effect immediately.

  
**CESAR M. DATAYA**  
Port Manager



Cmdr/pptanco





Date \_\_\_\_\_

**BERTHING PERMIT/ DIVERSION TO PRIVATE PORT**

No. SSG \_\_\_\_\_-2021

Pursuant to PPA Administrative Order No. 13-77 and PPA Memorandum Order No. 13-82 of PPA, permission is hereby granted to proceed/divert to private port

Name of Private Port
Address / Location

VESSEL'S PARTICULARS					
Name of Vessel			Voyage No.		
Estimate Date of Arrival		Estimated Time of Arrival			
GT		NRT		DWT	
CARGO DETAILS					
Description		Quantity / Weight in Metric Tons (specify)			
		Bulk		Bags	Others
CARGO OPERATIONS (Mark X as applicable)		LOADING		UNLOADING	

On the basis of the condition/s cited hereunder, berthing at the Makar Baseport hence was not possible:

Briefly Described the condition/s below and cite basis under PPA MO 13-82
<b>CERTIFIED / ATTESTED</b>
Harbor Master or Terminal Supervisor

Prepared by	Recommending Approval	APPROVED
<b>CECILIO N. BUTANAS</b> Harbor Master	<b>LUZ PATRICIA F. TANCO</b> PSD Manager	<b>CESAR M. DATAYA</b> Port Manager
Date	Date	Date

**CONDITIONS**

- Permit is valid only for above particular voyage.
- Duly accomplished NOA received by PPA PMO Socsargen should be attached to this Permit.
- Applicable vessel and cargo charges shall be collected in accordance with existing PPA Port Tariffs.
- To be accomplished in three copies (1) Vessel Agent/Representative (2) Private Port Operator (3) PPA.