NATIONAL ADMINISTRATIVE REGISTER · APRIL 20, 2007

POLICY GUIDELINES ON PORTERAGE OPERATIONS AND TARIFF RATES DETERMINATION

CPA MEMORANDUM CIRCULAR NO. 04, S. OF 2007, April 20, 2007

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I. Objective

Pursuant to Section 7 (j) of RA 7621 and CPC Board Resolution No. 164-2007 dated April 13, 2007 and in order to rationalize porterage rates, its systems and operational procedures, the following guidelines are hereby prescribed for the information of and compliance by all concerned.

II. Scope
This regulation shall be applicable to all porterage operations in all ports of Cebu Province.

III. Definition of Terms
a. Portarage Service shall refer to the carriage by manual handling and/or with the use of wheeled equipment like pushcarts of passenger's hand-carried items, pieces of baggage, luggage and personal belongings to/from the passenger's point of embarkation/disembarkation to/from entrance/exit gates of the port premises.

b. Porterage fee is the payment for the services rendered by a porter that conveys the carriage of personal baggage, with or without the use of pushcarts, to/from the passenger's point of embarkation/disembarkation to or from the entrance/exit gate of the port premises

IV. Porterage Tariff Schedule
The porterage service fees shall be based on the weight of the item, the actual distance traveled by the porters and the type of vessel being serviced in rendering the service in accordance with the following schedule.

BAGGAGE/LUGGAGE

RATE PER DISTANCE

Small (up to 10 kgs)

Please refer to attached schedule

Medium (10.01 to 25 kgs.)

Please refer to attached schedule

Large (25.01 kgs. Beyond)

Please refer to attached schedule

Note: Charging of personal baggage/cargo shall be on a per piece basis.

V. Regulatory Fee
All porterage service operators shall pay an annual regulatory fee of Php 3,000.00 excluding VAT

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VI. Criteria for Granting a Permit to Operate a Porterage Service
a. The applicant must have an administrative capability.

b. Should be a duly recognized corporation/cooperative/association duly accredited and endorsed by the concerned shipping company whose vessels berthed at a particular space in Cebu port; and

c. Should be duly registered with the Securities and Exchange Commission (SEC) in case of corporations or Cooperative Development Authority (CDA) in case of cooperatives or the Department of Labor and Employment (DOLE) for associations; the Social Security System (SSS) and shall possess licenses/permits from other relevant government agencies.

VII. Operational and Administrative Requirements

a. Porterage service shall be on a purely voluntary basis. Passengers opting not to avail of the services of the porters shall not be forced to have his/her baggage and luggage serviced by porters without his/her permission.

b. Porterage services provider shall issue receipts to passengers for the service rendered. The receipts shall be pre-numbered and shall indicate the porterage business name, the porter's name and number, the quantity of the baggages and the corresponding amount. It shall be divided into 3 portions, the first portion being the passenger's coupon, the second portion goes to the porter and the last shall be retained at the collection booth.

The baggage shall be assessed at the collection booth for the payment and the issuance of stubs to passengers and porters. It shall be indicated in ail the three (3) portions of the ticket the man-number of the porter servicing the passenger to pinpoint liability in case of loss or damage to baggage.

c. Before a vessel is berthed, responsible officer of said vessel should be required to announce that porterage services may be availed of at said port at prescribed rates.

d. Porters shall fall in line about (10) meters away from the gangplank/access way of the vessel at least ten (10) minutes before the vessel is fully secured. They will board the vessel only via a designated gangplank upon clearance by the chief porter.

e. The porterage rates shall be posted by CPA in all conspicuous places such as access openings in the port premises and shall be adhered to at all times.

f. Porters shall be in prescribed uniforms with bold names and numbers (front and back) and shall wear their respective ID cards when inside the port.

g. The provision of pushcarts when necessary shall be part of the regular porterage service and no extra charge shall be assessed for its use and the design of which shall be approved by the Authority.

h. The porterage service provider shall provide collection booth at each area of operation.

i. The porterage service provider shall be liable for the indemnity of losses/damages to baggage/luggage or other effects handled by them. Such amount, however, shall not be more than the value of the baggage in case of total loss or equivalent to the loss sustained in case of partial losses.

j. Pieces of baggage/luggage that are serviced by porters shall not be liable to any Arrastre/ Stevedoring/Wharfage charges.

VIII. Penalty Clause
CPA reserves the right to cancel or terminate any existing porterage permit/contract in case of violation by the porterage association or any of its porters, of any of the terms and conditions of the permit or CPA port rules and

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regulations or if public interest so demands.

IX. Effectivity
This order shall take effective upon approval and after publication in a newspaper of general circulation.

Adopted: 20 April 2007

Approved:

(SGD.) ANGELO C. VERDAN
General Manager

Porterage Service Points and Corresponding Tariff Rates

Management Office 2

- From Vessels @ Berth 6 & 7 to Gate 2 (Vice Versa)

Small

Php 30.00

Medium

Php 40.00

Large

Php 50.00

- From Vessels @ Berth 8 to Gate 2 (Vice Versa)

Small

Php 30.00

Medium

Php 40.00

Large

Php 50.00

From Vessels @ Berth 9 to Gate 2 or 3 (Vice Versa)

Small

Php 30.00

Medium

Php 40.00

Large

Php 50.00

From Vessels @ Berth 10, 11 & 12 to Gate 3 (inbound)

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Small

Php 20.00

Medium

Php 30.00

Large

Php 40.00

From Pax Terminal 3 to vessel @ Berth 8, 9, 10, 11, &12 via shuttle bus (outbound)

Small

Php 10.00

Medium

Php 20.00

Large

Php 30.00

From Vessels @ Berth 14 & 15 to Gate 4 (Vice Versa)

Small

Php 20.00

Medium

Php 30.00

Large

Php 40.00

From Vessels @ Berth 16 to Gate 4 & 5 (Vice Versa)

Small

Php 20.00

Medium

Php 30.00

Large

Php 40.00

From Vessels @ Berth 17 to Gate 5 (Vice Versa)

Small

Php 20.00

Medium

Php 30.00

Large

Php 40.00

Management Office 3

From Vessels @ Berth 18 to Gate 5 (Vice Versa)

Small

Php 20.00

Medium

Php 30.00

Large

Php 40.00

From Vessels @ Berth 19, 21 & Pax Terminal 2 to Gate 6 (Vice Versa)

Small

Php 10.00

Medium

Php 20.00

Large

Php 30.00

From Pax Terminal 2 to Vessels @ Berth 20-N & 20 -S (Vice Versa)

Small

Php 10.00

Medium

Php 20.00

Large

Php 30.00

From Pax Terminal 2 to Vessels @ Berth 18, 19, 21, 22 & Pier 2 via Shuttle bus (Vice Versa)

Small

Php 10.00

Medium

Php 20.00

Large

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Php 30.00

From Vessels @ Berth 22, 23-N, 23-S (Pier 2) & 24 to Gate 7 (Vice Versa)

Small

Php 10.00

Medium

Php 20.00

Large

Php 30.00

Management Office 4

From Pax Terminal 1 to Berths 24, 25 & 27 via Shuttle Bus (Vice Versa)

Small

Php 10.00

Medium

Php 20.00

Large

Php 30.00

From Pax Terminal 1 to vessels @ Berth 26-N & 26-S (Vice Versa)

Small

Php 10.00

Medium

Php 20.00

Large

Php 30.00

From vessels @ berths 27 & 28 to Gate 8

Small

Php 10.00

Medium

Php 20.00

Large

Php 30.00

Others

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Porterage Services other than the afore-cited shall be as follows:

A - Berth to Berth within the same Management office

B - Berth to Berth of one MO to Another (x 2)

1. MO 1 to MO 2 (vice versa)

2. MO 1 to MO 3 (vice versa)

3. MO 1 to MO 4 (vice versa)

4. MO 2 to MO 3 (vice versa)

5. MO 2 to MO 4 (vice versa)

6. MO 3 to MO 4 (vice versa)

C - Pax Terminal to Pax terminal (X 2)

1. Pax Terminal 1 to Pax Terminal 2 (Vice versa)

2- Pax Terminal 1 to Pax Terminal 3 (Vice versa)

3. Pax Terminal 2 to Pax Terminal 3 (Vice versa)

D - Subport Terminals

From Vessel to gate & vice versa

Small

Php 10.00

Medium

Php 20.00

Large

Php 30.00

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