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GUIDELINES FOR INTERIM OPERATIONS, PORT OF BATANGAS (BASEPORT)

PMOB MEMORANDUM CIRCULAR NO. 02-97, September 25, 1997

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1. PREAMBLE
Pursuant to Sections 6 (11) (111) (v) of PD 857 as amended and PPA Memorandum Circular No. 13-77 and in order to ensure the proper management and operations of the port facilities under the Batangas Port Development Project, Phase I, the following guidelines for the interim operations of the Port of Batangas (Baseport) are hereby prescribed for the information and compliance of all concerned

2. SCOPE
This circular shall cover the completed port facilities and be ready for use in the interim operations of the Port of Batangas. It involves vessels, cargoes, passengers and other port users who will avail the newly constructed facilities of the Port of Batangas.

3. SCOPE
To rationalize the interim operations of the Port of Batangas and ensure that management and operations are in accordance with the prescribed standard of safety and security to passengers, cargoes, vehicles, etc. promote and maintain efficient and effective operations and ensure faster turn-around time of vessels in port

4. DEFINITION OF TERMS
4.1 Domestic Cargoes-are cargoes brought to a pier, wharf or bulkhead to and from a port within the Philippine waters.

4.2 Export Cargoes - are cargoes brought to a pier, wharf or bulkhead intended for shipment to a foreign port.

4.3 Import Cargoes - are cargoes coming from a foreign country brought to a pier, wharf or bulkhead by vessels coming from a foreign port.

4 4 General Breakbulk Cargo - means those that are listed in a number of bills of lading, each consisting of different commodities. These include but are not limited to bagged cargoes, cylinders, cases, baskets, bales, rolls, drums and such other like or similar types of packing, including vehicles, live animals, crated or uncrated fowls such as chicken, ducks, and the like and other loose cargoes

4 5 Fast Craft - a specialized type of passenger vessel with a hull of light material construction and relatively low superstructures which need specialized fendering structures for her berth with thirty (30) minutes average stay in port.

4 6 Fast Craft Berths - a specialized fendering structure attached to a berth distinctly designed to accommodate fastcrafts of different characteristics.

4 7 RoRo Vessel - a vessel having the capacity to permit the horizontal mode of transferring cargoes from the pier/wharf to a vessel or vice versa, through the use of a ship or shore based ramp over the side, at the bow or at the stern of the ship.

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4 8 RoRo Cargo - a umtized cargo capable of being loaded into or unloaded from a roro vessel, using its own wheels and motive power, or being towed or drawn by a temporary handling equipment.

4.9 Marshalling Area - a designated parking area of roro cargoes in the pier with appropriate queuing lanes signs concerning information and instructions and establishing adequate access lanes for other vehicular traffic.

5. Port Operations Services
5.1 Fast Craft Operations involve three (3) major areas of operations:

5.1.1 Dedicated Fast Craft Berths - The 230 meters LOA of foreign berth situated at the southwest of the foreign cargo area shall be converted into temporary fastcraft berths to be addressed as:

FCB 1 - 60 meters

FCB 3 - 45 meters

FCB 2 - 45 meters

FCB 4 - 80 meters

5.1.2 Passenger Terminal Building - A certain portion of the foreign transit shed shall be converted temporarily into a passenger terminal which shall primarily cater to fastcraft passengers.

5.1 3 Bus/Jeepney Terminals - Passengers disembarked from roro and fast ferries shall board the buses at the parking area. Four (4} buses at a given time shall be allowed to park and embark passengers bound for Metro Manila and suburbs. Four (4) jeepneys are allowed to park at the designated area bound for Batangas City proper.

5.2 Roro Operations

5 2 1 A temporary marshalling area shall be designated at the eastern side of the open storage area

6. ORGANIZATION AND MANAGEMENT
The following port operations personnel namely:

One (1) Terminal Supervisor
Four (4) Terminal Operations Officer (TOO)
Four (4) Special Collecting Officers

shall temporarily hold their offices at the above passenger terminal, from where they shall supervise the movements of passengers, perform the task of monitoring and control of cargoes and vehicles movements, collection of accurate port charges, management and supervision of the temporary passenger terminal and gathering of appropriate and accurate statistical data.

To ensure peace and order, safety and security as well as the enforcement of the access control mechanism in the port "the Port Police Division of the PMO shall draw-up a security action plan, to be approved by the Port Manager, for temporary implementation thereat-"

7. FEES AND CHARGES
To defray the cost of passes, processing enforcement, supervision and administration of access control regulations in the ports, the following fees are hereby prescribed.

Temporary Pedestrian Pass

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P 5.00

Temporary Vehicle Pass

25.00

Annual Pedestrian Pass

25.00

Parking Fee

30.00

Annual Vehicle Pass:

Car, Jeep or Utility Vehicle

50.00

Truck or Bus, 4-6 wheels

75.00

Truck or Bus, over 6 wheels

100.00

Prime Movers/Tractors

125.00

VIP/Complimentary Pass

Free

A terminal fee of P10.00 per passenger shall be charged before boarding fastcraft or roro vessels in order to defray the cost of maintenance of the passenger terminal

Except for government employees whose offices are located inside the port, the terminal fee shall be collectible

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against all passengers who are exempted from the temporary pedestrian pass, which, in turn, shall be collectible only against non-passengers.

8. TRAFFIC FLOW PER SCHEMATIC DIAGRAM
8.1 All vehicles (rolling cargoes, private cars, bus and jeepneys) shall enter the Port of Batangas thru the main entrance gate, turn right at Gate 1.

8.2 All rolling cargoes shall proceed to the designated marshalling area (open storage area at the foreign cargo area) which can accommodate ninety-six (96) ten-wheeler trucks.

8 3 All buses/jeepneys shall stop at the main entrance gate of the passenger terminal for disembarking purposes and shall proceed to the designated parking area.

8 4 Private cars shall park at the designated parking area in front of the temporary passenger terminal and/or in front of the Administration Building.

8.5 Inbound rolling cargoes and other vehicles shall exit thru the main service road leading to the main exit gate.

8 6 The Station Commander in coordination with other officers of the PMO, shall be responsible for the erection and maintenance of herein necessary traffic signs and markets.

9. DOCUMENTATION AND COLLECTION PROCEDURES
A one-stop clearance office to be known as Batangas Port integrated Clearance Office shall be housed temporarily inside the passenger terminal. The Batangas Port Integrated Clearance Office shall be composed of such agencies as follows:

PPA (Finance)

-

Collection of Port Charges

AASI

-

Collection of Cargo Handling Fees

PNP Highway Patrol Group

-

Issuance of clearance for land transport intended for loading at vessels

PCG

-

Issuance of SOLAS Clearance

Others

-

Agencies involved in issuing clearance for vessels and cargoes

The systems and procedures currently in place for Cargo Entry/Withdrawal Permit (CEWP) in the PMO shall continue to be implemented.

10. SUPPLEMENTAL PROVISIONS
10.1 The responsibility of the port terminal operator over the boarding of passengers commence once the passenger secured tickets from the ticket booths and shall end once the passengers board the fast craft or roro vessel

10.2 The responsibility of the cargo handling contractor over the loading of roro cargoes shall commence once the cargo is received and directed to the marshalling area and shall end once the rolling cargo is loaded unto the vessel and properly receipted by the ship's checker. For roro cargo driven by the owner's driver, the responsibility of the cargo handling contractor shall end once the cargo leaves the marshalling area and as directed by the CH contractor to the ship's ramp.

11. IMPLEMENTATION
11.1 PMO-Batangas shall see to it that before implementation of this Memorandum Circular, all concerned port users are officially informed.

11.2 For the proper and effective implementation of this Circular, PMO Batangas may coordinate, as may be warranted by circumstances, with MARINA, PCG, BOC and such other concerned government agencies.

12. SANCTIONS

12.1 Shipping companies, port users violating any of the above provisions shall be recommended for imposition of administrative penalties provided for in Executive Order No 513 and Sec. 43 of PD 857, as amended.

12.2 Any vehicle violating the above regulations three (3) times during the lifetime of their Permit To Operate, shall be banned from entering the Port of Batangas.

13. SAVING CLAUSE

Any provision or portion of this order is declared invalid by competent authority shall not affect the other parts to which such declarations do not relate or apply

14. REPEALING CLAUSE

All PMO issuances, or parts thereof, inconsistent herewith are hereby repealed or amended.

15.EFFECTIVITY
This Order shall take effect fifteen (15) days after its second publication in a newspaper of general circulation.

Adopted: 25 Sept. 1997

(SGD.) EDGAR C. PILAR
Port Manager

Recommending Approval:

Approved:

(SGD.) HECTOR E. MIOLE
Port District Manager, Luzon

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