

REVISED GUIDELINES IN THE EVALUATION, SELECTION AND APPOINTMENT OF HARBOR PILOTS

Read online (full-text search, related cases, audio case brief): <https://batas.org/library/cd9c1d01806e/>

1

Authority

Section 6-a(viii) of PD 857

2

Scope

These regulations shall apply to harbor pilot applicants for all the pilotage districts of the country, except the Cebu Pilotage District.

3

Objective

To come up with a revised set of guidelines responsive to the present needs of the pilotage service and aimed at improving the selection process in the appointment of harbor pilots.

4

Guidelines

4.1 Notice of Vacancy — A written notice of an existing or forthcoming vacancy shall be made to the Office of the AGM for Operations by the Port Management Office (PMO) thru the Port District Office (PDO) which has jurisdiction over the pilotage district. Said notice shall give the reasons for the vacancy (resignation, incapacity, pilot retirement or service demand due to lack of pilots) and the PMO's recommendation on its filling up based on the following factors:

4.1.1 The shipping traffic trend in relation to the existing number of harbor pilots

4.1.2 The degree of promptness of the pilots in rendering and major factors involved in any downtime in the conduct of pilotage

4.1.3 Port infrastructure and shipping development within the whole pilotage district

4.1.4 The schedule/shifting/leaves of harbor pilots and their physical ability to cope with present and future service demand

4.1.5 Views of shipping lines and pilot association

In case of an impending vacancy due to a pilot's retirement/resignation, his replacement shall be selected at least four (4) months in advance (for Manila), and three (3) months (for other ports), so that the probationary pilot can already undergo training prior to the retirement date of the pilot he is going to replace. This process will ensure

continuity and adequacy of pilots to service all vessels calling in the port.

4.2 Posting of Notice — Upon clearance from the AGM for Operations, the PMO shall advertise in a local newspaper and/or post in a conspicuous place within the PMO, said vacancy announcement, at least one (1) month prior to evaluation to give sufficient time for applicants to submit the required documents. The PDO/PMO shall endeavor to widely disseminate the vacancy information to attract the most number of applicants for selection.

4.3 Place of Filing the Application — All applications shall be filed directly with the Port Management Office (PMO) which has jurisdiction over the pilotage district. Applications submitted to Head Office/POSD shall be immediately forwarded to the PDO/PMO concerned for inclusion in the evaluation. Applications which have been filed for more than a year as of the start of evaluation shall no longer be considered.

4.4 Qualifications and Documentary Requirements —

4.4.1 An applicant for a harbor pilot appointment shall submit proofs/documents that he possesses the following qualifications:

- a) A Filipino citizen;
- b) Not more than fifty-five (55) years old at the time the vacancy is announced for filling;
- c) Of sound physical and mental condition and of good moral character;
- d) Holder of a Maritime Industry Authority (MARINA) or Philippine Coast Guard (PCG) license as Harbor Pilot for the particular pilotage district applied for. Where no examination has yet been conducted by MARINA or PCG in that particular pilotage district, the applicant must at least be a holder of a harbor pilot license in any pilotage district

4.4.2 To this effect, the applicant shall submit the following documentary requirements:

- a) An Application Letter together with a duly Sworn Information Sheet/Biodata;
- b) Certificate as Master Mariner;
- c) Copy of Pilot's examination rating and License/Certificate issued by MARINA (or PCG) to practice as harbor pilot in the pilotage district applied for;
- d) Employer's Certification of Services Rendered as Shipmaster (names of vessels, tonnages, ports of call and length/period of service thereon, including frequency of calls on the pilotage waters applied for)
- e) Copies of Certificates of Training Courses Attended, Positions/Qualifications and Commendations/Awards in the maritime/port service;
- f) Current Physical and Mental Fitness Certificates from a government physician, and current Board of Marine Inquiry (BMI) Clearance to the effect that no case has been filed, pending and/or decided against the applicant;
- h) If already a harbor pilot, a Certification from the Chief Pilot stating the length of service and pilotage districts/waters served, including vessels/tonnages handled as harbor pilot;
- i) Other relevant information/documents that would support his application as harbor pilot.

4.4.3 Solicitation of recommendation letters/indorsements from high government officials and politicians is highly discouraged by the Authority. In no way shall such indorsements favorably affect or have additional merit on the overall rating/standing of said applicants. It is stressed that only the results of the PPA evaluation/selection criteria shall have bearing on PPA harbor pilot appointments.

4.5 Creation of an Evaluation Committee —

4.5.1 An Evaluation Committee shall be created in the PMO which shall evaluate applicants for purposes of appointment by the General Manager of the Authority;

4.5.2 The members of the Evaluation Committee shall be composed of the following:

- a) PMO Manager of the pilotage district where the vacancy occurs, who shall act as Chairman;
- b) PMO Harbor Master (or PSD Manager);
- c) PMO Administrative Officer; and
- d) Chief Pilot of the district where the vacancy occurs.

4.5.3 The overall functions of the Committee shall be:

- a) To receive, verify and process all applications and supporting documents;
- b) To evaluate the qualifications of all applicants and recommend the most qualified in accordance with the criteria set forth in Section 4.6 of this Order.

4.6 Evaluation Criteria/Factors to be Used — The following criteria shall be used in evaluating the qualifications of applicants as harbor pilot (details/points distribution shown in Annex "A"[*]):

CRITERIA

WEIGHT

1.

Education

5%

2.

Relevant Training Courses

15%

3.

Harbor Pilot Examination Rating

15%

4.

Age

5%

5.

Outstanding Accomplishments/Other Maritime Positions Held

5%

6.

Length of Service as Shipmaster

15%

7.

Average Tonnage of Vessels

10%

Handled as Shipmaster

8.

Average Tonnage of Vessels

10%

Handles as Harbor Pilot

9.

Experience as Shipmaster on the Waters of the Pilotage

15%

District Applied For

10.

Interview

5%

100%

In accordance with the PPA delegation of authority, the results of the evaluation and all the application documents together with the Committee's recommendation, shall be immediately forwarded to the PDO and to the Office of the AGM for Operations/POSD for review and appointment by the General Manager.

4.7 Harbor Pilot Appointment —

4.7.1 Generally, an applicant should obtain a minimum score of sixty (60%) percent in order to be considered for appointment. However, in pilotage districts where the PMO encounters difficulties in the recruitment due to a limited number of applicants, or where the services of an additional pilot is urgently needed, the applicant with the highest rating may still qualify for appointment even if the 60% score has not been reached.

4.7.2 As much as possible, an applicant should at least have served as a harbor pilot in a minor port before being appointed to a major port.

4.7.3 The appointment of Harbor Pilots (Probationary and Regular) shall be issued by the General Manager of the Authority upon proper review of the evaluation results by POSD and upon recommendation from the AGM for Operations.

4.7.4 After the probationary period, the regular appointment shall be issued by the General Manager upon the certification from the Chief Pilot and the PMO that the probationary training has been satisfactorily completed, and upon submission of the Appointee's GSIS pilot performance bond, updated BMI clearance and latest medical examination results.

4.7.5 Any appointment shall automatically lapse, without the need of prior PPA notice, upon failure of the appointee to assume his duties within thirty (30) days from effectivity of appointment.

4.8 Orientation of New Pilot — Prior to undergoing the probationary training, the new appointee shall report to the Chief Pilot and the PMO Manager having jurisdiction over the particular pilotage district who shall brief him on PPA pilotage regulations and requirements, and other information needed for him to efficiently perform his duties. For this purpose, he shall have the Certification in Annex "B"[*] duly signed by the corresponding officials and submitted to the AGM for Operations, through POSD. This procedure is aimed at ensuring that the new pilot is made aware not only of vital pilotage regulations and port conditions but also of his responsibilities as a harbor pilot.

5

Repealing Clause

PPA MO No. 02-82, Sections 28 & 29 of PPA AO No. 03-85, and all orders, rules and regulations, circulars and memoranda previously issued which are inconsistent herewith are hereby repealed or modified accordingly.

6

Effectivity Clause

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

Adopted: 18 July 1996

(SGD.) CARLOS L. AGUSTIN

General Manager

[*] Text Available at Office of the National Administrative Register, U.P. law Complex, Diliman, Quezon City.

ABOUT BATAS.ORG

Study smarter at BATAS.org

The Philippine bar review and law-school companion built around how your brain actually remembers.

The complete Philippine law library - free for everyone.

More than 100,000 Supreme Court decisions, Republic Acts, and executive issuances - full-text searchable, browsable by category and year, and always free. No paywall, no login. This PDF came from it.

Audio case-brief lectures.

Any decision becomes a podcast-style lecture - facts, issues, ruling, and doctrine - with read-along highlighting and a hands-free presentation mode. Study while commuting, working out, or resting your eyes.

Bar review built on the science of memory.

Complete, sequenced courses for all eight bar subjects, narrated like podcasts and reinforced with retrieval practice and spaced review - the study techniques with the strongest evidence behind them.

The full law-school curriculum.

One subscription unlocks the entire J.D. curriculum - every subject, every lesson, with your progress tracked down to the paragraph so you can pick up exactly where you left off, on any device.

Mock exams that tell you where you stand.

Timed multiple-choice exams graded instantly, with per-subject score breakdowns and focus suggestions that point you at your weakest topics first.

A study planner that keeps you on pace.

Set your schedule and BATAS tells you every day whether you are on track for bar day - and exactly which lesson to take next.

Start free at <https://batas.org>

The law library is free forever - and your first lesson is one click away.

The text of this document is an official public record and remains in the public domain. Formatting, presentation, and compilation © 2026 batas.org.

Downloaded free from the batas.org Law Library. Share it freely - the library is free for every law student, bar reviewee, and practitioner.