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GUIDELINES AND PROCEDURES ON THE MONITORING OF PORT ANCILLARY SERVICE OPERATIONS AT SOUTH HARBOR

PPA PMO-SOUTH HARBOR MEMORANDUM CIRCULAR NO. 02-98, July 01, 1998

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1. AUTHORITY

1.1 Sections 8(8.1, 8.2, 8.3) and 9 of PPA Administrative Order No. 08-96

1.2 PPA Memorandum Circular No. 07-97

2. OBJECTIVES

2.1 To rationalize and effectively regulate the operations of port ancillary services.

2.2 To ensure the collection of PPA revenues accruing from the operations of port ancillary services.

3. SCOPE

3.1 This Circular shall apply to all port ancillary services operating at government facilities of PPA at South Harbor including the government berths at Pasig River.

4. GENERAL GUIDELINES

4.1 Any person, firm or entity with intention to engage in any port ancillary service inside South Harbor shall first secure an annual Permit to Operate (PTO) issued by the Port Management Office-South Harbor (PMO-SH).

4.2 Every operator of port ancillary services shall secure, aside from the annual PTO, an appropriate Port Ancillary Service Operations (PASO) Permit (facsimile of the form included as Attachment i hereof) which shall be issued on a per service type/service delivery basis, after payment of the corresponding government share, in proper cases, and such other prescribed fees.

4.3 The rates of PPA share and fees for filing/applying for PASO Permit, as well as documentary requirements therefor, shall be as hereunder listed.

Type of Service

PASO Permit Fee per Service
Type/Service Delivery

4.3.1 Vessel-Related

4.3.1 1 Ship/Vessel Maintenance

P20.00 plus corresponding BIR documentary stamp, VAT

4.3.1.2 Waste Disposal

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-do-

4.3.1.3 Equipment Hire

-do-

4.3.1.4 Bunkering

-do-

4.3.1.5 Chandling

-do-

4.3.1.6 Water Supply (Not using pipeline of PPA)

-do-

4.3 1 7 Cleaning

-do-

4 3.1.8 Fumigation

-do-

4.3.1.9 Laundering

-do-

4 3.1.10 Tank Cleaning

-do-

4.3.1.11 Oil Sludge Collection

-do-

4.3.2 Non-Vessel Related

4.2.1 Cargo Checking

-do-

4.3.2.2 Equipment Hire

-do-

4.3.2.3 Cargo Surveying/Adjusting

-do-

4.3.2.4 Container Repair

-do-

4.3.3 Other Services

4.3.1 Travel & Tours

P100.00 plus corresponding BIR documentary stamp, VAT

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4.3.2 Video/Film Shooting

-do-

4.3.3 Postal/Philatelies

-do-

4.3.4 Banking/Money Changing

-do-

4.3.3.5 Communications/Phone Patch

-do-

4.4 The application for a PASO Permit shall be supported with legible copies of the documents respectively listed hereunder:

4.4.1 For Services Subject to Regulatory and Permit Fee
4.4 1.1 Copy of Valid Annual Permit to Operate

4.4.1.2 Bureau of Customs Permit (for bunkering services)

4.4.1.3 Copy of Purchase Order/Service Contract between the Operator and the Master of the Vessel or Shipping Agent

4.4.2 For Services Subject to Ten Percent (10%) Government Share and Permit Fee

4.4.2.1 Copy of Valid Annual Permit to Operate

4.4.2.2 Copy of Service Contract/Job Order between the Operator and the Master of Vessel or Shipping Agent

4.4.2.3 Cargo Manifest (for cargo checking services)

4.5 The application for PTO shall be accompanied with a statement of the port ancillary service operator's complete transactions for the previous two (2) years preceding said application in the prescribed form (form included as Attachment 2 hereof) which shall be validated jointly by personnel of the Terminal/Marine Operations and Finance Sections of PMO-SH.

5. PROCEDURES

5.1 Vessel Related Services

5.1.1 The ancillary service operator files with the Marine Section, Port Services Division (PSD), PMO-SH an appropriate application for a PASO Permit.

5.1.2 The Harbor Master or his designated Harbor Operations Officer (HOO) processes the documents submitted and indorses the application for payment to the Finance Section, Resource Management Division (RMD), PMO-SH

5.1.3 The Billing Officer prepares the Computation Sheet (CS) based on the documents submitted.

5.1.4 The Cashier collects the payment and issues the corresponding Official Receipt (OR).

5.1 5 The HOO checks the payment made, indicates the amount and OR number, and assigns Control Number on the Marine Section copy of the PASO Permit

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5.1.6 The Harbor Master approves the PASO Permit.

5.2 Non-Vessel Related Services and Other Services

5.2.1 The ancillary service operator files with the Terminal Office concerned an appropriate application for a PASO Permit.

5.2.2 The Terminal Supervisor or his designated Senior Terminal Operations Officer (STOO)/Terminal Operations Officer (TOO) processes the documents submitted and indorses the application for payment to the Finance Section.

5.2.3 The Billing Officer prepares the Computation Sheet (CS) based on the documents submitted.

5.2.4 The Cashier collects the payment and issues the corresponding Official Receipt (OR)

5.2.5 The STOO/TOQ checks the payment made, indicates the amount and OR number, and assigns Control Number on the Terminal copy of the PASO Permit.

5.2.6 The Terminal Supervisor approves the PASO Permit

6. RESPONSIBILITIES OF MONITORING
OPERATIONS OF ANCILLARY SERVICES

6.1 The Port Police shall ensure the following:
6.1.1 No operator of ancillary services shah be allowed entry to the port unless holder of a valid PTO.

6.1 2 Entry to the port of goods/services of ancillary service operators with valid PTOs shall not be allowed unless accompanied with duly approved PASO Permit.

6 2 The Terminal Operations personnel concerned shall conduct regular inspection of their areas of responsibility and coordinate with the ATI Security Guards, as necessary, to ascertain the following:

6.2.1 The delivery of goods and services is covered by an appropriate PASO Permit.

6.2.2 Only legitimate port ancillary service operators are contracted/hired by the port users.

6.2.3 Equipment coming from outside port zone is covered by a PASO Permit before itis allowed entry to the finger pier.

6.3 The Marine Operations personnel shall coordinate with the Customs Inspector on Board, the Master of the Ship and the Shipping Agent to ensure that no activity is undertaken on board the vessel unless it is covered by a valid PASO Permit issued by the PPA.

6.4 Terminal Operations personnel shall coordinate with Customs Inspector on Board, the Master of the Ship and the shipping agent to ensure that prior to the delivery of goods/ services to the vessel, such activities shall be covered by a valid PASO Permit issued by the PPA

6.5 Delay/inability to accomplish the ancillary services due to failure to secure PASO Permit or non-compliance with PPA regulations shall be the sole responsibility of the port ancillary service operator.

7. SUBMISSION OF REPORTS

7.1 Every operator of port ancillary services shall submit to the Port Manager, PMO-South Harbor, Attn: the Manager, PSD, a Monthly Statement of Gross Income from Port Ancillary Services Operations (prescribed form included as Attachment 3) not later than the tenth (10th) day of the succeeding month.

7.2 The Terminal Section/Marine Section of the PSD, PMO-South Harbor shall submit to the Port Manager, Attn: the Commercial Service Section (CSS), a Monthly Ancillary Operations Report (prescribed form included as Attachment 4) not later than the fifteenth (15th) of the succeeding month.

7.3 The Finance Section shall submit to the Port Manager, Attn: the Commercial Services Staff, a Monthly Abstract of Collection Report (existing form included as Attachment 5), for ancillary services, not later than the tenth (10th) day of the succeeding month.

7.4 The PSD shall consolidate all reports on port ancillary service operations received and tabulate the same for checking and monitoring purposes. A report on these (form included as Attachment 6) to include recommendations, if any, shall be prepared and submitted to the Port Manager, Attn: CSS, not later than the twenty-fifth (25th) of the succeeding month

8. PENALTIES AND REMEDIES
The PTO issued to a port ancillary operator shall be subject to suspension or revocation when found, after due process, to have violated any of the provisions of this Circular.

9. REPEALING CLAUSE

All regulations, orders and guidelines issued by PMO-South Harbor inconsistent herewith are hereby repealed or amended accordingly.

10. EFFECTIVITY

This Circular takes effect July 01, 1998

(SGD.) JALILUL H. SALIALAM
Port Manager

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