GUIDELINES FOR THE TEMPORARY OCCUPANCY, OPERATIONS AND MANAGEMENT OF PHASE I, PORT OF BATANGAS

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In the exigency of public service and pending the final approval by the PPA Board of Directors of the authority to operate and manage Phase I, Port of Batangas, the following guidelines are hereby issued for compliance by all concerned.

I
Authority to Operate and Manage:

Pending final approval by the PPA Board of Directors, Aries Arrastre Services, Inc. (ARIES) is herebyu directed to temporarily occupy, operate and manage Phase I, Port of Batangas.

2
Area of Operations and Scope of Work:

The operations and management of the foregoing facilities shall include the following:

2.1 Operate the fastcraft terminal anmd provide specific services and amenities to all passengers, both for the fastcraft and Ro-Ro vessels.

2.2 establish and maintain strict safety procedure for all port users.

2.3 Maintain systematic, efficient and safe traffic flow of vehicles and passengers within its area of responsibility.

2.4 Establish a computerized system of checking-in and loadfing vehicles intended for Ro-Ro vessels to help ship operators prepare their stowage plan.

2.5 Manage all the berths in the entire Phase I developed area.

2.6 Establish and maintain efficient port operations.

2.7 Implement and enforce pertinent PPA rules and regulations.

2.8 Secure the premises of the assigned terminals and maintain cleanliness thereat at all times.

3
Operating Guidelines:

3.1 Passenger Terminal:

3.1.1 All passenger travelling without tickets, whether availing of the fastcraft or Ro-Ro services, will access the port through the Fastcraft Terminal (FCT). Buses and jeepneys entering the port will unload passengers adjacent to the Passengers Convinience Strore (PCS). An area shall be designated for short and long term car parking.

3.1.2 A similar vehicle waiting area outside the port shall be designated for passenger buses and jeepneys while awaiting vessel arrival. Queuing passenger buses and jeepneys shall enter the loading area adjacent to the PCS building to load riding passengers only upon proper signal.

3.1.3 Buses and jeepneys shall enter the PCS area through the Sta. Clara gate.

3.1.4 Fastcraft and Ro-Ro passengers must purchase a passenger terminal ticket from the shipping office provided for this purpose. Ticketing offices for all ship operators at the port will be provided inside the terminals.

3.1.5 Only travelling passengers will be allowed entry into the passenger terminal upon purchase of the appropriate terminal ticket.

3.1.6 When a fastcraft arrives, the passengers will disembark and exist at the controlled area gate controlled by a security guard who will ensure that the area is clear before embarkation commences.

3.1.7 When ready for embarkation, the shipping company concerned will open and operate one of the boarding gates and allow entry of passengers holding a valid ticket and acurrent passenger terminal ticket. Properly ticketed passengers will be allowed to board designated vessels.

3.1.8 Until the skyway connecting the fastcraft terminal to the Passenger Terminal building II is operationalized, all Ro-Ro passengers will walk at ground level going to the Ro-Ro vessels.

3.1.9 Some ship operators operating within this facilities will be providing shuttle services for their passengers. For this purpose, traffic controllers will be in place at all intersections to ensure passenger safety and smooth flow of vehicular traffic.

3.1.10 Once the skywalks are in place and whe a RO-RO vessel is ready to receive passengers , the ship's loading officers will advise the Quay Supervisor for boarding. A designated guard will make the announcement, open the access to the skywalk, check that only passengers in possession of a passenger terminal ticket are allowed entry into the skywalk and direct the passengers to proceed to the proper loading bridge.

3.2 RO-RO Operations

3.2.1 Ro-Ro vehicles shall enter the port through the main access gate, driving along a fenced single-direction road to the check-in booths.

3.2.2 Traffic flow of Ro-Ro cargoes will be monitored to provide ample warning should the vehicle traffic approach peak levels. In such cases, additional booths shall be opened to cater to such Ro-Ro cargo volumes for fast and efficient loading.

3.2.3 The booths, equipped with computer terminals, are connected to the Port Handling System (PHS) which are fed with ships schedules and configurations in terms of deck space and weight limits. The PHS shall be controlled by A Quay Supervisor.

3.2.4 All Ro-Ro cargoes will pass on the weightbridge for purposes of calculating their weights for storage purposes.

3.2.5 With the PHS, drivers of Ro-Ro cargo vehicles are asked for cargo destination and any preferences for line or time. However, this preference-based allocation shall be subject to the vessel's safety requirements. In such cases, the PHS will close the checking-in of Ro-Ro vehicles.

3.2.6 The Quay Supervisor shall set up the PHS lane numbers for queuing for each vessels. Drivers will be advised by the check-in operator on which lane they should park at while awaiting shipment.

3.2.7 When a vessel comes onto the ramp to load, the Quay Supervisor will advise the Loading Officer of the Ro-Ro vehicles for loading. The advice will include a breakdown of vehicles types and weights. the Loading Officer will then prepare his stowage plan and call for the vehicles queuing traffic to submit the required loading

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sequence to achieved a balanced load.

3.2.8 If there are some deck spaces available after all the queued traffic has been loaded, the Loading Officer will advise the Quay Supervisor to offer the available space to suitable vehicles queued for subsequent services. When the vehicles are loaded, the Quay Supervisor will notify these vehicles to the system to remove them from the load schedule for later services.

3.2.9 After the vessel has departed, the PHS will be updated with the actual sailing time. From these data and the check-in records, a report will be produced analyzing the dwell times of vehicles in the waiting lanes. These shall be recorded to show traffic flows for use in predicting future activities and service levels.

3.3 Berth Allocation and Management:

3.3.1 Berth allocation and management of the entire Phase I operations will be the responsibility of ARIES.

3.3.2 Due to the limited number of berths and the configuration of the ships calling the fastcraft and Ro-Ro berths, ship schedules shall be strictly followed and staytime of vessels regulated.

3.3.3 Loading and unloading procedures will be monitored and time schedules strictly implemented.

3.3.4 Berth allocation will be computer-aided to ensure that no ship is berthed at the wrong ramp based on their configuration and time limitations. There will be continous communication between the ships and ARIES to ensure smooth berthing operations.

3.4 Security and Maintenance Program:

3.4.1 In addition to the existing areas of operation of ARIES which cover the international and domestic cargo facilities, the new areas shall include the following:

-Fastcraft terminal
-Fourt fastcraft piers
-Six Ro-Ro berths
-Ferry berth
-Two weighbridges
-Port monument
-Marshalling area with toilet facilities
-Parking area
-Two main gates
-Vendor's Terminal

3.4.2 In line with PPA's directive for ARIES to transfer its Ro-Ro and passenger operations to the new facilities, they will be given the responsibility to immediately secure the area and protect the facilities. considering that ARIES has integrated its services which now covers the new completed area at Phase I, ARIES will be responsible for the security of the following areas:

-two (2) main gates
-perimeter fence
-all passenger buildings
-parking areas
-marshalling area
-fastcraft and Ro-Ro berths

3.4.3 In addition, ARIES is responsible for traffic control and enforcement of traffic rules and regulations inside

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the designated terminals, including controlling passenger loading and unloading traffic. any criminal act or disturbance will be reported to the PPA Port Police for appropriate action and disposition.

3.3.4 ARIES shall keep all areas under its jurisdiction clean and well maintained. Maintenance shall include all minor repair and maintenance of buildings and utilities as a result of general wear and tear. Also included is the maintenance of all green areas within the designated areas.

4. Relocation of vendors:

4.1 The Authority shall be responsible for the relocation of legitimate vendors from the existing vendor's area to the Passengers Convinience Stores (PCS).

4.2 For this purpose, legitimate and existing vendors willing to be transferred to the PCS shall be given priority for stall allocation.

4.3 An annual Permit to Operate shall be issued to individual relocated vendors who shall share a stall to other vendors interested to share the stall.

4.4 A group of individual vendors shall decide and make their own arrangements as to how they shall share the use of the stall on a rotation basis or otherwise, provide that the leased stalls are utilized to the maximum such rotation arramgement shall be informed to the Authority.

4.5 ARIES shall closely coordinate and work with the concerned officers of the vendor's associations and the vendors relocated at the PCS for the day-to-day operations of the vendor's stalls.

5
Effectivity

This Order shall take effect immediately.

Adopted: 4 Nov. 1998

(SGD.) JUAN O. PENA
General Manager

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