

**PHILIPPINE PORTS AUTHORITY
PORT MANAGEMENT OFFICE – BATAAN/AURORA
CITIZEN’S CHARTER**

BACKGROUND INFORMATION

PHILIPPINE PORTS AUTHORITY

PPA was created through Presidential Decree (PD) No. 505, otherwise known as the “*Philippine Ports Authority Decree of 1974*”, issued on July 11, 1974. Under the said PD, PPA is given general jurisdiction and control over all persons, groups and entities that already exist or are still being proposed to be established within the different port districts throughout the country.

However, recognizing the need to integrate and coordinate port planning, development, control and operations at the national level while at the same time promoting the growth of regional port bodies which may be more familiar with the peculiarities and potentials of their respective localities, PD No. 857, or the “*Revised Charter of the Philippine Ports Authority*”, was issued on December 23, 1975 and further amended by Executive Order 513 in 1978.

On October 27, 1999, the PPA Board of Directors approved under Board Resolution No. 1803 the new PPA Organizational Structure which included the new Port Management Office-Limay, which has jurisdiction over the Bataan ports of Lamao, Mariveles and Capinpin (Orion).

Pursuant to PPA Board Resolution No. 1803 dated October 27, 1999 and PPA Special Order No. 24-2000, dated January 17, 2000, PMO-Limay was placed under the temporary administrative supervision of the Port District of Manila.

PMO-Limay was fully activated on July 21, 2000.

PORT MANAGEMENT OFFICE OF BATAAN/AURORA (PMO-BATAAN/AURORA)

On October 4, 2004 former President Gloria Macapagal-Arroyo signed Executive Order No. 366 – *Directing A Strategic Review of the Operations and Organizations of the Executive Branch and Providing Options and Incentives for Government Employees Who May Be Affected by the Rationalization of the Functions and Agencies of the Executive Branch.***

In year 2005, initial moves were already undertaken to rationalize Philippine Ports Authority. Full implementation, however, was completed only in 2014. Implementation of the Rationalization at the Philippine Ports Authority was effective January 1, 2015. The PMO-Limay is now renamed PMO-Bataan/Aurora under the new nomenclature of the Authority.

MISSION

1. Provide reliable and responsive services in ports, sustain development of communities and the environment, and be a model corporate agency of the government.
2. Establish a mutually beneficial, equitable, and fair relationship with partners and service providers.
3. Provide meaningful and gainful employment while creating a nurturing environment that promotes continuous learning and improvement.
4. Establish a world-class port operation that is globally competitive adding value to the country’s image and reputation.

VISION

By 2020, PPA shall have provided port services of global standards.

MANDATE

Establish, develop, regulate, manage and operate a national port system in support of trade and development.

CORE VALUES

Excellence. Professionalism, Efficiency

Creativity. Innovation, Adaptability

Customer Satisfaction. Customer Focus

Responsible Citizenship. Sustainability, Accountability, Risk Management

Ethics. Integrity within moral bounds

Sincerity. Commitments to fulfill mandate

Teamwork. Synergy of working together, Esprit d' corps

JURISDICTION:

The following government ports and pier facilities are under the jurisdiction of PMO-Bataan/Aurora:

1. Baseport Terminal of Limay, Lamao, Limay, Bataan
2. Mariveles Collection Unit, Mariveles, Bataan
3. Terminal Management Office-Capinpin, Orion, Bataan
4. Terminal Management Office-Dingalan, Aurora Province
5. Terminal Management Office-Casiguran, Aurora Province
6. Other Municipal piers financed by PPA in Region 3:

PMO-Bataan/Aurora also regulates the operations of the following private port facilities:

1. Petron Corporation (Petron Bataan Refinery)
2. Oilink International Corporation
3. PNOC Alternative Fuels Corporation
4. Seafront Shipyard and Port Terminal Services Corporation
5. Mariveles Grain Corporation
6. Total Philippines Corp./Liquigaz Philippines
7. SMC Shipping & Lighterage Corporation
8. Herma Port Terminals, Inc./Herma Shipyard Inc.
9. GN Power Mariveles Coal Plant Ltd. Co.
10. Dive Industries Philippines, Inc.
11. JETTI Petroleum Terminal, Inc.

OBJECTIVES:

In line with the overall objectives of PPA in implementing an integrated program for the planning, development, financing, and operation of Ports for the entire country, the Port Management Office-Bataan/Aurora has the following objectives relative to its area of jurisdiction:

1. Coordinates, streamlines, improves and optimizes the planning, development, financing, construction, maintenance and operation of ports, port facilities, port physical plants, and all equipment used in connection with the operation of ports.

2. Ensures the smooth flow of waterborne commerce passing through the areas' ports whether public or private, in the conduct of international and domestic trade.
3. Promotes regional development through the dispersal of industries and commercial activities throughout Region 3.
4. Fosters inter-island seaborne commerce and foreign trade.
5. Redirects and recognizes port administration beyond its specific and traditional functions of harbor development and cargo handling operations to the broader function of total port development, including encouraging the full and efficient utilization of the port's inter-island and tributary areas.
6. Ensures that all income and revenues accruing out of dues, rates, and charges for the use of facilities and services provided by PMO are properly collected and accounted for by PMO, that all such income and revenues will be adequate to defray the cost of providing the facilities and services (inclusive of operating and maintenance cost, administration and overhead) of the PMO, and to ensure that a reasonable return on the assets employed shall be realized.

FRONTLINE SERVICES

HOW TO AVAIL OF THE SERVICE

STEPS IN THE ISSUANCE OF PERMIT TO OPERATE (PTO) AND PERMIT TO OCCUPY (PTOC) FOR ANCILLARY SERVICES

Client/Applicant	Where/Whom to Transact	Duration	Expected Time/ Date Release	Fees
1. New applicant proceeds to Admin. Bldg. to submit duly accomplished PPA Forms (PPA AO Nos.02-13 & 07-13), for evaluation: <ol style="list-style-type: none"> a. Customer Registration Form (CRF);* b. Application for PTO (for Port Ancillary Services) or PTOC (Lease Area Form); c. Specific Area of Operation with Sketch, and; d. Proposed Ancillary Rates 	Bus. Dev't./Mktg. Officer (BDMO)	3 mins.		(for new applicant)*

<p>2. After evaluation of submitted documents and approval by the Port Manager, applicant pays documentary stamp which will form part of PTO/PTOC (applicant's permit for regulatory and filing fees);</p>	<p>BDMO</p>			<p>P15.00 (documentary stamp) (all permits) P1,120.00 filing fee (PTOC only) (12% VAT inclusive)</p>
<p>3. Proceeds to Terminal Office for issuance of Port Operations Invoice (POI) reflected in the Order of Payment.</p>	<p>TOO/STOO & Cashier</p>	<p>10 mins.</p>		<p>P4,356.80 (permit & regulatory fees) (12% VAT inclusive)</p>
<p>4. Proceeds to Admin. Bldg. for processing and encoding the O.R. number on PTO as proof of payment and print the same/photocopies the O.R. of printed PTOC for records purposes for approval of the Port Manager.</p>	<p>BDMO</p>	<p>3 mins.</p>		
<p>5. Return back on the third day for release of approved PTO/PTOC.</p>	<p>BDMO</p>	<p>1 min.</p>	<p>3 days - (Depends on the availability of the applicant when to return)</p>	
<p>6. For temporary PTO, only permit fee is required, while for temporary PTOC, filing and temporary permit fees are required.</p> <p>NOTE: Applicant/Authorized Company Representative is reminded by BDMO to apply for the renewal of PTO/PTOCs at least one month prior to expiration.</p>	<p>BDMO</p>	<p>3 mins.</p>	<p>15 mins.</p>	<p>P728.80 (temporary permit fee) (12% VAT inclusive)</p>

DOCUMENTS REQUIRED BY BDMO

1. **ANCILLARY SERVICES:**
 - a. Annual Permit to Operate (PTO)
 - b. Temporary Permit to Operate
 - c. Order of Payment for Permit and Regulatory Fees

2. **CONTRACT OF LEASE/RENTAL SERVICES:**
 - a. Annual Permit to Occupy (PTOC)
 - b. Temporary Permit to Occupy (TPTOC)
 - c. Order of Payment for Advanced Payment of Lease (3 months)
 - d. Order of Payment for Permit, Regulatory and Filing Fees

3. **PPA CERTIFICATE OF REGISTRATION/PERMIT TO OPERATE (COR/PTO) OF A DULY REGISTERED PRIVATE PORT:**
 - a. Order of Payment for Annual Privilege Fee
 - b. Order of Payment for COR/PTO Filing Fee

4. **CARGO HANDLING SERVICES:**
 - a. Annual Cargo Handling Permit
 - b. Temporary Cargo Handling Permit
 - c. Order of Payment for Permit and Regulatory Fees

STEPS IN THE ISSUANCE OF SAFETY PERMIT FOR HOTWORK & OTHER REPAIR WORKS ON VESSEL

Client/Applicant	Where/Whom to Transact	Duration	Expected Time/ Date Release	Fees
1. Proceeds to Admin. Bldg. to submit the following requirements, in two copies each: <ol style="list-style-type: none"> a. Letter-Request b. Gas-Free Certificate (for Tanker Vessel only) 	Chief Safety Officer	3 mins.		
2. Waits for the evaluation of request and issuance of Order of Payment.	Chief Safety Officer	3 mins.		
3. Proceeds to Terminal Office for the issuance of	STOO/TOO	2 mins.		

Computation Sheet (CS)				
4. Pays the corresponding amount	Cashier	3 mins.		P28.00 (VAT inclusive)
5. Goes back to Admin. Bldg. to present Official Receipt (OR) for encoding and payment of documentary stamp per DOTC-Dept. Order No. 2008-35	Chief Safety Officer	3 mins.		P15.00
6. Accepts Safety Permit	Chief Safety Office		Upon completion/ payment	

STEPS IN THE ISSUANCE OF SAFETY PERMIT FOR HANDLING OF DANGEROUS GOODS AND BUNKERING SERVICES FOR VESSEL

Client/Applicant	Where/Whom to Transact	Duration	Expected Time/ Date Release	Fees
<p>1. Proceeds to Admin. Bldg. to submit the following requirements in two copies each:</p> <p>a. Letter-Request</p> <p>b. Pre-Transfer Checklist</p> <p>c. Permit from the Marine Environmental Pollution Unit-Phil. Coast Guard (MEPU-PCG)</p>	Chief Safety Officer			
2. Waits for the evaluation of request and issuance of Order of Payment.	Chief Safety Officer	3 mins.		
3. Proceeds to Terminal Office for the issuance of Computation Sheet and	STOO/TOO	2 mins.		

Order of Payment				
4. Pays the corresponding amount	Cashier	3 mins.		P28.00 (VAT inclusive)
5. Goes back to Admin. Bldg. to present Official Receipt (OR) for encoding and payment of documentary stamp per DOTC-Dept. Order No. 2008-35	Chief Safety Officer	3 mins.		P15.00
6. Accepts Safety Permit	Chief Safety Officer		Upon completion/ Payment	

DOCUMENTS REQUIRED BY THE CHIEF SAFETY OFFICER

1. **APPLICATION FOR SAFETY PERMIT FOR HOTWORKS:**
 - a. Letter-Request
 - b. Gas-Free Certificate (for Tanker Vessel only)
2. **APPLICATION FOR SAFETY PERMIT FOR HANDLING OF DANGEROUS GOODS AND BUNKERING SERVICES:**
 - a. Letter-Request
 - b. Pre-Transfer Checklist
 - c. Permit from the Marine Environmental Pollution Unit – Phil. Coast Guard (MEPU-PCG)

STEPS IN THE ISSUANCE OF PERMIT TO OPERATE (PTO) FOR SECURITY SERVICES

Client/Applicant	Where/Whom to Transact	Duration	Expected Time/Date of Release	Fee
<ol style="list-style-type: none"> 1. Proceeds to Admin. Bldg. to secure Application Form 2. Submits accomplished form & mandatory requirements for evaluation: <ol style="list-style-type: none"> a. Accomplished PTO Application Form b. Current PNP-SOSIA License c. Copy of Service 	Staff of Port Police Division (PPD)	1 hour		None

<p>Contract with Client</p> <p>d. List of Security Guards to be posted with their corresponding License Number duly certified by the Agency Head</p> <p>e. Description of Firearms to be used duly certified by the Agency Head</p> <p>f. Copy of Agency's Standard Operating Procedures (SOP) relative to Client preferred format of services</p> <p>g. Xerox copy of Vehicle Registration/OR should Agency use motor vehicle in its operation</p> <p>h. Mayor's Permit</p> <p>i. Payment of P1,980.00 – regulatory fee</p> <p>j. PPD Clearance/Certification</p> <p>k. Two pcs. 2 x 2 ID pictures and Bio-data of the Security Guards</p>				
<p>3. Accepts Order of Payment</p>	<p>PPD</p>	<p>3 mins.</p>		
<p>4. Proceeds to Field Office for issuance of Computation Sheet (CS)</p>	<p>STOO/TOO</p>	<p>5 mins.</p>		
<p>5. Presents CS at the Field Office (Baseport) and pays corresponding amount.</p>	<p>Cashier</p>	<p>10 mins.</p>		<p>P4,357.00* (VAT inclusive)</p>
<p>6. Receives Official Receipt</p>	<p>Cashier</p>			
<p>7. Applicant goes back to Admin Bldg. to present Official Receipt.</p>	<p>PPD</p>	<p>2 mins.</p>		<p>Filing for PTOC only, P1,120.00 (VAT inclusive)</p>
<p>8. Waits for the approval of Permit to Operate (PTO) by the Port Manager.</p>	<p>PPD</p>	<p>7 mins. Within 1 day after approval by the Port Manager</p>		
<p>9. Accepts approved PTO</p>	<p>PPD</p>		<p>Upon completion/ payment</p>	

STEPS IN THE ISSUANCE OF PERMIT TO OPERATE FOR SECURING ANNUAL VEHICLE PASS (AVP) AND ANNUAL PEDESTRIAN PASS (APP)

Client/Applicant	Where/Whom to Transact	Duration	Expected Time/ Date Release	Fees
<p>1. Proceeds to Admin. Bldg. to secure Application Form</p> <p>2. Submits accomplished form and mandatory requirements for evaluation:</p> <ul style="list-style-type: none"> a. Letter-request by the Company b. Duly accomplished Application Form for Annual Pedestrian PASS ID (Individual) c. Affidavit of Assumption of Responsibility and Master List of Employees d. Duly Accomplished Application Form for Annual Vehicle Pass Sticker (Optional) e. Affidavit of Vehicle Ownership f. Photo-Copy of Current PTO <p>3. Accepts Order of Payment</p> <p>4. Proceeds to Field Office for issuance of Computation Sheet</p> <p>5. Presents CS at Field Office for payment</p> <p>6. Accepts Official Receipt</p>	<p>Staff of Port Police Division (PPD)</p> <p>PPD</p> <p>PPD</p> <p>STOO/TOO</p> <p>Cashier</p> <p>Cashier</p>	<p>1 hour</p> <p>3 mins. per ID</p> <p>6 mins.</p> <p>6 mins.</p>		<p>P56 per APP; P112 per AVP Cargo; P84 per AVP- Non-Cargo; (all amounts VAT inclusive)</p>

7. Goes back to Admin. Bldg. to present OR	PPD	1 min.		
8. Waits for the preparation of APP (ID) and AVP (vehicle sticker)	PPD	5 mins. Per ID		
9. Signs APP ID	PPD	2 mins. Per APP		
10. Waits for the verification of documents submitted for the APP ID and AVP (vehicle sticker) if in order, for signature of the Port Manager	PPD	3 mins. Per APP		
11. Receives approved/signed and laminated APP ID	PPD	2 mins. Per APP	Upon completion/ payment	

DOCUMENTS REQUIRED BY THE PORT POLICE DIVISION

1. **APPLICATION FOR ISSUANCE OF PERMIT TO OPERATE (PTO) FOR SECURITY SERVICES:**
 - a. Application Form
 - b. Current PNP-SOSIA License

2. **APPLICATION FOR ISSUANCE OF ANNUAL VEHICLE PASS (AVP) AND ANNUAL PEDESTRIAN PASS (APP)**
 - a. Letter-Request by the Company
 - b. Duly accomplished Application Form
 - c. Affidavit of Assumption of Responsibility and Master List of Employees
 - d. Affidavit of Vehicle Ownership

ENTRANCE/CLEARANCE PROCEDURES OF VESSELS (FOREIGN)

Client/Applicant	Where/Whom to Transact Business	Duration	Expected Time/ Date Release	Fees
1. PRIOR TO VESSEL'S ARRIVAL Proceeds to Field Office to				

<p>file the following documents in three copies:</p> <p>a. NOA - (Notice of Arrival)</p> <p>b. ABA - Application for Berth/Anchorage</p> <p>For Maiden Voyage, add:</p> <p>a. VIS – Vessel Information Sheet</p> <p>b. International Tonnage</p>	STOO/TOO	72 hrs. & 48 hrs. before vessel's arrival	Upon submission	None
<p>2. UPON VESSEL'S ARRIVAL/ENTRANCE</p> <p>Proceeds to Field Office to submit the following entrance documents in three copies;</p> <p>a. Inward Foreign Manifest</p> <p>b. Dangerous Cargo Manifest, if applicable</p> <p>c. Waste on Board Vessel Information Form (WOBIF)</p> <p>d. Waits for the evaluation of documents submitted</p> <p>(If found incomplete, STOO/TOO returns documents to client for completion).</p> <p>(If found in order, Client) --</p> <p>e. Enters Vessel Voyage details into Operation's Vessel Logbook, while ➡</p>	STOO/TOO	3 mins.	.	None
	STOO/TOO	3 mins.	Upon submission/ completion	None
	STOO/TOO stamps "ENTERED" on the Inward	2 mins.	Upon completion/ payment	

<p>3. UPON VESSEL'S DEPARTURE</p> <p>Proceeds to Terminal Office to file the following documents:</p> <p>a. Dockage fee b. Outward Foreign Manifest c. Waits for the evaluation of clearance documents submitted</p> <p>(If found incomplete, TOO/STOO returns documents to client for completion).</p> <p>(If found in order, port charges assessed and issued CS, submitted in three copies), Client --</p> <p>d. Checks and presents CS for payment</p> <p>e. Pays corresponding amount</p> <p>f. Accepts Official Receipt</p> <p>g. Enters payment details (OR No. and amount paid) and vessel departure detail in the vessel logbook</p> <p>h. Waits for copies of Outward Foreign Manifest, Passenger Manifest, if applicable, stamped with <i>"Port Clearance per EO 493. Port Charges Paid and No Hold Order Received from Other Government"</i></p>	<p>Manifest, signs same and return to the Vessel Officer</p> <p>STOO/TOO</p> <p>STOO/TOO</p> <p>Cashier</p> <p>Cashier</p> <p>Cashier</p> <p>STOO/TOO</p> <p>STOO/TOO</p>	<p>5 mins.</p> <p>3 mins.</p> <p>3 mins.</p> <p>2 mins.</p> <p>2 mins.</p> <p>2 mins</p>	<p>Upon submission/ completion</p>	<p>Port dues, Dockage fee, Pilotage fee and VTMS fee</p>
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Agencies ", date indicated and duly signed				
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ENTRANCE/CLEARANCE PROCEDURES OF VESSELS (DOMESTIC)

Client/Applicant	Where/Whom to Transact Business	Duration	Expected Time/ Date Release	Fees
1. PRIOR TO VESSEL'S ARRIVAL				
Proceeds to Field Office to file the following documents:				
a. NOA – Notice of Arrival	STOO/TOO	24 hrs. before vessel's Arrival	Upon submission	None
b. ABA – Application for Berth/ Anchorage				
For Maiden Voyage, add:				
a. VIS – Vessel Information Sheet	STOO/TOO			
b. MARINA Coastwise License				
2. UPON VESSEL'S ARRIVAL				
Proceeds to Field Office to submit the following entrance documents:				
a. ABA	STOO/TOO		Upon submission	None
b. Inbound Coasting Manifest (3 copies)				
c. Roll Book				
d. Waits for the evaluation of documents submitted	STOO/TOO	3 mins.	Upon completion	
(If found incomplete, TOO/ STOO returns documents to client for completion).				
(If found in order, Client)–				
e. Enters vessel voyage details into Operations Vessel Logbook, while ➡	STOO/TOO stamps "ENTERED"	2 mins.	Upon completion	

<p>3. UPON VESSEL'S DEPARTURE</p> <p>Proceeds to Terminal Office to file the following documents:</p> <ul style="list-style-type: none"> a. Dockage Report b. Outbound Coasting Manifest c. Roll Book, and <p>d. Waits for the evaluation of documents submitted</p> <p>(If found incomplete, TOO/STOO returns documents to client for completion).</p> <p>(If found in order, Client)—</p> <ul style="list-style-type: none"> e. Receives Computation Sheet (CS) f. Checks CS and pays corresponding amount g. Enters payment details, OR Number, amount paid and departure details in the Vessel Logbook h. Secures/Receives Original Copy of Official Receipt i. Granted DEPARTURE CLEARANCE stamped in the Vessel Rollbook of the client which states that <i>“Port Clearance Granted Per EO 493 Port Charges Paid No Hold Order Received From Other Government Agencies”</i> 	<p>On the Roll Book, signs and return to the Vessel Officer.</p> <p>Stamps “ENTERED” on inbound coasting manifest and signs same.</p> <p>STOO/TOO</p> <p>STOO/TOO</p> <p>STOO/TOO</p> <p>Cashier</p> <p>STOO/TOO</p> <p>Cashier</p> <p>STOO/TOO</p>	<p>2 mins.</p> <p>5 mins.</p> <p>3 mins.</p> <p>5 mins.</p> <p>2 mins.</p> <p>2 mins.</p> <p>2 mins.</p>	<p>Upon submission/ completion</p>	<p>Usage fee, Pilotage fee and VTMS fee</p>
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date indicated and duly signed.				
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**DOCUMENTS REQUIRED BY PORT SERVICES DIVISION
(PSD)**

1. NOTICE OF ARRIVAL (NOA)
2. APPLICATION FOR BERTH/ANCHORAGE (ABA)
3. DELIVERY RECEIPT
4. COMPUTATION SHEETS
5. OFFICIAL RECEIPT
6. SUBMISSION OF MANIFEST/BILL OF LADING (BL)
7. VESSEL'S LOGBOOK
8. DANGEROUS GOODS MANIFEST
9. WHARFAGE CARGO CERTIFICATE (WCC) for PETRON

STEPS ON HOW TO ACCOMPLISH THE FEEDBACK REPORT FORM:

1. Ask for the form from the Duty Officer-for-the-Day or get a copy provided at the Lobby.
2. Accomplish the Form and drop it at the **“Suggestion Box”** provided thereat to be opened at the end of the day by the Duty Officer and Acting Administrative Division Manager, for turn-over to the Port Manager for action.

Below are the hotline/contact numbers for reference:

Email Address:

pmolimay@yahoo.com

pmobataan@yahoo.com

Hotline Number: (047) 244-6936

Telephone Numbers (Baseport):

- | | | |
|-------------------------------|---|----------------|
| 1. Office of the Port Manager | - | (047) 244-6936 |
| 2. Port Services Division | - | (047) 244-6951 |
| 3. Telefax: | | |
| Records | - | (047) 244-6246 |
| Admin | - | (047) 244-8637 |
| 4. Emergency Number | - | (047) 612-1859 |

Terminal Offices:

- | | | |
|------------------------------------|---|----------------|
| 1. Baseport (Lamao) | - | (047) 244-6886 |
| 2. Mariveles Collection Unit (MCU) | - | (047) 633-4054 |
| 3. TMO-Capinpin (Orion) | - | (047) 633-4050 |
| 4. TMO-Dingalan | - | (047) 612-2203 |
| 5. TMO-Casiguran | - | (047) 612-0890 |

As of September 26, 2016