



Application for Berth/Anchorage Base Port of Surigao and Private Ports

SERVICE TITLE : **APPLICATION FOR BERTH
/ANCHORAGE (ABA)**

to be filed 48 hours for Foreign and 24 hours for Domestic Prior to Arrival at Port of Surigao

SERVICE DESCRIPTION :

The application is filed by agent / owner of vessel (indicating the therein the purpose of call, ETA, ETD, last & next port of calls, voyage, origin and destination, cargoes to be loaded or discharged) to serve as guide for PPA personnel in decision making as to berth allocation and other matters in port and harbor operations to ensure fast turn around time of vessel.

WHO MUST AVAIL THE SERVICES:

Vessel or Shipping Lines Representative

REQUIREMENTS

: Duly accomplished Application for Berth/ Anchorage

SCHEDULE OF AVAILABILITY OF THE SERVICES

: 24 hours a day / 7 days a week

HOW TO AVAIL THE SERVICE

For Domestic and Foreign

STEP	Applicant/Customer	Office/Section Activity	Responsible Officer	Place/Venue	Duration of Activity	Forms	Fees
					(ESTIMATES)		
1	* Proceeds to Marine Section and submits application for Berth/Anchorage (ABA)	* Checks and evaluates the submitted documents	Harbor Master/ Harbor Operations Officer	Marine Section G/F PMO Admin Building	2 minutes	ABA	NONE
		* Advise agent to attend berthing meeting every 0900H on weekdays, Saturdays, Sundays and Holidays.					
		* Logs the ABA data in Registry of Vessel Entrance and Clearance	Harbor Master/ Harbor Operations Officer	Marine Section G/F PMO Admin Building	5 minutes	ABA	NONE
2	* Attends the berthing meeting conducted every 0900H from Monday -Friday, Saturdays, Sundays and Holidays	* Conducts Pre-Planning Berthing Allocation based on the ABA then decides and approves the pre-planned berthing allocation for final deliberation in the Berthing Meeting	Harbor Master/ Harbor Operations Officer	Marine Section G/F PMO Admin Building	5 minutes	ABA	NONE
		* Presides the Berthing Meeting with the Terminal Supervisor, Ship's Agent and representative of the Cargo Handling Operators, Port Police Division, Safety Environmental Management Staff, Harbor Pilot and Services in attendance	Harbor Master/ Harbor Operations Officer	Marine Section G/F PMO Admin Building	30 minutes	ABA	NONE
		* Approves the ABA during the Berthing meeting and distributes copies of the approved ABA (3 copies - 1 for US, Harbor Pilot and SA)	Harbor Master	Marine Section G/F PMO Admin Building	2 minutes	ABA	NONE
		* Prepares the minutes of the Berthing meeting to be approved by the Presiding Officer and noted by the Port Manager	Harbor Operation Officer (HOO)	Marine Section G/F PMO Admin Building	10 minutes	Minutes of the berthing meeting	NONE
		* Files the Application for Berth (ABA) together with the Notice of Arrival (NOA) in one folder	Harbor Operation Officer (HOO)	Marine Section G/F PMO Admin Building	1 minute	Approved ABA	NONE