



**VESSEL ENTRANCE AND  
CLEARANCE PROCEDURES**

# Process Flow for Entrance Formalities Base Port of Surigao and Private Ports



**SERVICE TITLE : VESSEL ENTRANCE FORMALITIES**

**SERVICE DESCRIPTION :**

**All vessels whether foreign or domestic must apply for Entrance at the Office of PPA. This enables PPA to monitor vessel traffic and a basis for determining port charges**

**WHO MUST AVAIL THE SERVICES :**

**Vessel or Shipping Lines Representative**

**REQUIREMENTS**

**:**

- Vessel's Roll Book**
- Inward Manifest**
- Vessel's Crew List**
- Master's Oath of Safe Departure**

**SCHEDULE OF AVAILABILITY**

**OF THE SERVICES**

**:**

**24 hours a day / 7 days a week**

# HOW TO AVAIL THE SERVICE

## A - FOR BASEPORT

STEP	Applicant/Customer	Office/Section Activity	Responsible Officer	Place/Venue	Duration of Activity	Forms	Fees
					(ESTIMATES)		
1	* Proceeds to Marine Section and submits the following	* HM/HOO checks and evaluates entrance documents as to legibility and completeness. Stamps "ENTRANCE GRANTED " on the ICM/FM and Roll Book, and fills up the actual date and time of arrival and affixes signature.	Harbor Master/ Harbor Operations Officer	Marine Section G/F PMO Admin Building	3 minutes	ICM / Passenger Manifest	None
	<b>DOMESTIC:</b>						
	- For regular - run passenger, cargo and tramping vessels.						
	- 3 copies - Inward Coasting Manifest duly stamped from P/Origin						
	- Passenger Manifest if applicable - 1 copy						
	- Crew List - 1 copy						
	- List of Dangerous Cargo - 3 copies						
	- Waste on Board Vessel Information Form - 3 copies						
- Master Oath of Safe Departure - 1 copy							
2	<b>FOREIGN</b>	* Encodes into the computer system the Actual Time of Arrival (ATA) of vessel, files temporarily the entrance documents in a separate folder to be retrieved upon departure/clearance of the vessel.	Harbor Operations Officer (HOO)	Marine Section G/F PMO Admin Building	3 minutes	Inward Foreign manifest	None
	- 3 COPIES Inward Foreign Manifest duly signed by Vessel Master						
	- Passenger Manifest if applicable - 1 copy						
	- List of Dangerous Cargo - 3 copies						
	- Waste on Board Vessel Information Form - 3 copies						
	- MARINA Special Permit if engage in overseas trade and allowed to engage temporarily in domestic trade						

**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

## A - FOR BASEPORT

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

# **SERVICE TITLE : NOTICE OF ARRIVAL (NOA)**

**Shall be filed within a reasonable time before submission of ABA**

## **SERVICE DESCRIPTION :**

**Notice of Arrival (NOA) is intended to inform the Authority that a vessel is arriving, indicated therein are vessels particulars, purpose of call and other information are stated in the NOA to serve as guide for PPA personnel in berth allocation and other actions to be taken. In case of advance notices other than NOA form such as telefax or e-mail, the Shipping Agent (SA) shall fill up and submit the NOA form upon ship's arrival.**

## **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

## A - FOR BASEPORT

STEP	Applicant/Customer	Office/Section Activity	Responsible Officer	Place/Venue	Duration of Activity	Forms	Fees
					(ESTIMATES)		
1	* Proceeds to Marine Section and submits in duplicate duly accomplished Notice of Arrival (NOA)	* HM/HOO receives NOA and checks to see to it that all necessary data are stated in the NOA. If in order , stamps "Received" , retains original copy and gives duplicate copy to customer	Harbor Master/ Harbor Operations Officer		1 minute	ABA	None
	* In case of maiden voyage, submits the following documents:	* Checks if debtor code exists. If none , uses 1 as debtor code and requires customer to accomplish the Customer Registration Form (CRF) as basis for MISD to create a new debtor code /customer record.	Harbor Master	Marine Section G/F PMO Admin Building	2 minutes	VIS, MCI, ISSC, ITC, RCF	
	1. Vessel Information Sheet (VIS) - 2 copies						
	2. MARINA Certificate of Inspection (MCI) for Domestic Vessel - 1 copy	* Generates Ships Call Number (SCN) based on the			2 minutes	NOA	
	3. International Tonnage Certificate (ITC) for foreign Vessel - 1 copy	* Files he NOA , VIS, MCI, ITC, ISSC and ships particular in a separate folder			1 minute	NOA,VIS,ISS C,MCI, ITC	
	4. International Ship's Safety Certificate (ISSC)						
	5. Ship's particular (coming from vessel)						

## **B – FOR PRIVATE PORT**

### **REQUIREMENTS :**

**Duly accomplished of Notice of Arrival (NOA) /  
Application for Berth (ABA)**

### **SCHEDULE OF AVAILABILITY OF THE**

**SERVICES : 24 hours a day / 7 days a week**



# HOW TO AVAIL THE SERVICE

STEP	Applicant/Customer	Office/Section Activity	Responsible Officer	Place/Venue	Duration of Activity	Forms	Fees
					(ESTIMATES)		
1	* Proceeds to Marine Section and submits in duplicate duly accomplished Notice of Arrival.	* HM/HOO receives NOA and checks to see to it that all necessary data are stated in the NOA. If in order , stamps "Received", retains original copy and gives duplicate copy to customer	Harbor Master/ Harbor Operations Officer	Marine Section G/F PMO Admin Building	1 minute	NOA	None
	* In case of maiden voyage, submits the following documents:				2 minutes	VIS, MCI, , ITC, RCF	
	1. Vessel Information Sheet (VIS) - 2 copies						
	2. MARINA Certificate of Inspection (MCI) for Domestic Vessel - 1 copy						
	3. International Tonnage Certificate (ITC) for foreign Vessel - 1 copy						
	4. International Ship's Safety Certificate (ISSC)						
	5. Ship's particular (coming from vessel)				2 minutes	NOA	
					1 minute	NOA,VIS,MCI , ITC	
2	* Submits Application for Berth/Anchorage (ABA)	HM/HOO checks and evaluates the submitted documents and generates SCN	Harbor Operations Officer	Marine Section G/F PMO Admin Building	2 minutes	ABA	None
		Approves the ABA upon the recommendation of the Terminal Supervisor - Private Ports	Harbor Master/ Harbor Operations Officer		2 minutes	ABA	
		Logs the ABA data in the Registry Vessel Entrance / Clearance (RVEC)	Harbor Operations Officer		2 minutes	RVEC	
		Distributes copies of the approved ABA ( 3 copies - 1 for SA , Harbor Pilot, MS)	Harbor Master/ Harbor Operations Officer		2 minutes	ABA	
		Files the NOA ,VIS, MCI and ITC in separate folders	Harbor Operations Officer		2 minutes	ABA	

# Process Flow for Entrance Formalities Non - Computerized Port