Process Flow for Entrance Formalities
Non – Computerized Port

Flowchart	Description	Responsible
NOA		
Submission of NOA	1. Submits Notice of Arrival (NOA with advance shipping and Cargo Information to the Harbor Master in case of advance notices other than NOA forms such as telefax, fills up and submits the OA form upon ships arrival.	Ship's Agent
Submission of ABA	2. Submits Application for Berth/Anchorage to the HM.	Ship's Agent
Submission of Required Documents	3. In case of maiden voyage, submits the following documents: 3.1 Vessel Information Sheet 3.2 MARINA Certificate of Inspection for domestic vessel 3.3 International Tonnage Certificate for foreign vessel	Ship's Agent
Review of Documents	4. Check and evaluates the submitted documents	HM/HOO
Approval of ABA	5. Approves the ABA upon the recommendation of the Terminal Supervisor – Private Ports	HM/HOO
Filing up of the RVEC	6. Logs the ABA data in the Registry of Vessel Entrance and Clearance and indicates the control number on the ABA.	HM/HOO
Issuance of Approved ABA	7. Distributes copies of the approved Application of Berth.	HM/HOO
Maneuver to Allocated Berth	8. Boards the vessel and maneuvers it to the allocated Berth.	Harbor Pilot
Conduct of Boarding Formalities	9. Boards and conducts boarding formalities for foreign vessel.	Boarding Party

Flowchart	Description	Responsible
Submission of Documents	10. Submit the following Entrance Documents. In case of domestic vessel, Vessel Roll Book is presented 10.1 Inward Coasting Manifest (3 copies) 10.2 Inward Foreign Manifest (3 copies) 10.3 Waste on Board Certificate (1 copy) 10.4 Master's Oath of Safe Departure (1 copy) 10.5 MARINA Special Permit (2 copies) 10.6 Wharfage Clearance Certificate (2 copies)	Ship's Agent
Reviewing and Stamping of Documents	11. Checks and evaluates the submitted documents. 12. Stamps "ENTRANCE GRANTED" on the ICM/IFM and roll book and fills up the ATA and affixes his signature.	HM/HOO
Filing of Documents	13. Files temporarily entrance documents identified in procedure 10 to be retrieved upon departure clearance.	HM/HOO