

**[ BI IMMIGRATION ADMINISTRATIVE ORDER NO.  
01-94, April 29, 1994 ]**

**NOTICE OF ARRIVALS AND DEPARTURES OF VESSELS**

By authority of Sec. 3 of the Philippine Immigration Act of 1940, as amended, and to further ensure the effective enforcement of the pertinent provisions of said Act, the following rules and regulations are hereby prescribed and promulgated for the guidance of and compliance by all shipping companies, ship owners, operators or charterers of ocean-going vessels and person acting on their behalf:

1. All shipping companies, ship owners, operators or charterers of ocean-going vessels, and persons acting as agents on their behalf, shall send to the Commissioner of Immigration in advance a shipping notice of arrival and departure of their vessels arriving at any port or place in the Philippines from a port or place outside thereof, and departing after completion of its itinerary in the Philippines for a foreign port or place, so that the corresponding assignment of personnel to perform immigration boarding, clearance, and departure formalities, and other services while in Philippine ports shall be made. A similar notice shall also be sent to the head of the Immigration District or Field Office under whose area of responsibility the first and/or next port(s) of call in its itinerary is located, if other than the Port of Manila or Manila International Container Port. In cases where the vessel's first port of call is the Port of Manila (POM) and the next port in its itinerary is the Manila International Container Port (MICP) or vice versa, only one notice shall be sent considering that both are situated adjacent to each other, notwithstanding the fact that both are separate ports of entry for customs purposes: Provided, that the next port in the itinerary of the vessel, in either case, is indicated in the proper space on the shipping notice. For purposes of this order the term "vessel" shall mean any ship or boat or other description of watercraft used in navigation such as but not limited to a cargo or passenger vessel, tanker, tugboat, fishing boat, trawler, and yacht; and the term "port" shall refer to principal ports of entry and subports of entry designated as such for immigration purposes.

2. (a) The shipping notice shall be transmitted to the Commissioner and to the head of the Immigration District or Field Office concerned at least twenty-four (24) hours before but not later than 12:00 noon of the day prior to the vessel's arrival: Provided, however, that if a vessel's first port call is outside POM or MICP, the notice to the Commissioner shall be transmitted not later than 9:00 a.m. of the day prior to the vessel's arrival in the outport.

(b) In the case of passenger vessels to be boarded by Immigration Officers at its last port of departure en route to the Philippines, any request therefor shall be transmitted to the Commissioner at least thirty (30) days prior to its estimated date of arrival: Provided, that notice of the date and time of its actual arrival must in all cases be received by 12:00