

**[CPA MEMORANDUM CIRCULAR NO. 02-97 SERIES
OF 1997, January 15, 1997]**

**GENERAL PASS CONTROL SYSTEM, ACCESS REGULATIONS AND
TRAFFIC AND SAFETY RULES FOR THE CEBU INTERNATIONAL
PORT (CIP)**

Pursuant to the provision of R.A. 7621 vesting the Cebu Port Authority to prescribe rules and regulations concerning the safe and orderly movement of vehicles, persons and at the same time maximizing the utilization of all areas/spaces inside the Cebu International Port, the following access regulations and pass control system including traffic and safety rules are hereby promulgated for the information, guidance, and compliance by all concerned:

1.0 Statement of Policy

It is the declared policy of the Authority that no vehicle and/or persons shall be allowed to enter the port premises unless on legitimate business or purpose and with permit/pass issued by the Authority.

2.0 Pass Control System

2.1 Category of Passes

Passes shall be categorized as follows:

2.1.1 Annual Personnel Pass

This is in the form of an identification card using the official logo and color of the Cebu Port Authority (CPA). This must be displayed at all times while inside the port.

This kind of pass is color coded and may be issued to the following:

- a) Blue Band — for employees/workers of private companies or government offices located inside the premises of the Authority;
- b) Red Band — for employees, laborers of trucking/hauling firms, traders and other persons engaged in port related services/businesses;
- c) Green Band — for portering service groups.

2.1.2 Single Entry/Control Pass

This pass may be obtained periodically and issued to the following:

- a) Persons transacting official business with government agencies and/or private companies with offices inside the CIP.

- b) Visitors of crew members of vessels in port having passes issued by the shipping companies and/or the Bureau of Customs.
- c) Visitors of employees, dock-workers and stevedores in the port.

2.1.3 Annual Vehicle Pass (AVP)

The Annual Vehicle Pass (AVP) is good for one (1) year (from January to December 31 of any given year) and renewable every year thereafter. This may be issued to the following:

- a) Private vehicles of CPA employees, other government agencies and private companies with offices inside the port;
- b) Vehicles of shipping lines, arrastre/stevedoring firms, truckers/haulers, traders and other business firms engaged in port related services/businesses.

2.1.4 Temporary Vehicle Pass (TVP)

The Temporary Vehicle Pass (TVP) may be obtained periodically and issued to vehicles with legitimate business in the port but have not been issued annual vehicle pass, such as:

- a) Vehicles effecting delivery/withdrawal of cargoes;
- b) Vehicles of visitors of employees whose offices are located inside the port;
- c) Vehicles of visitors having legitimate transactions inside the port area.

2.2 *Exemption*

2.2.1 Only passengers with tickets or passage accommodation for vessels departing during the date of entry are exempted from payment of single entry/control pass.

3.0 Processing and Issuance of Passes

The General Manager through the Port Police Division (PPD) shall be responsible for the processing and issuance of annual passes. The issuance of these passes shall be made only to the concerned applicant and/or registered owner/firm transacting business inside the CIP. Temporary passes shall be processed and issued at the CIP Central Processing Office.

4.0 Period of Application

Application form can be secured from CPA Administration Building and should be filed starting January but not later than 31 March 1997 for the 1997 Annual Vehicle Pass (AVP) and October but not later than 30 November this year and every year thereafter for oncoming year's AVP.

5.0 Privilege Fees

To defray the actual cost of Passes, processing, enforcement, and administration of access regulations in the port, the following fees are hereby prescribed:

Single Entry/Control Pass	P 25.00
Annual Personnel Pass	75.00
Temporary Vehicle Pass	
For Motor Vehicle	30.00
For Motorcycle	10.00
Annual Vehicle Pass	
For Cargo Vehicle	100.00
For Service Vehicle	75.00

The same amount shall be charged for passes which shall be issued to replace mutilated or lost passes, but only after presentation of affidavit of proof attesting to the loss/mutilation of the same. A premium fee of twenty percent (20%) of the total assessment shall be imposed on all applications received after the prescribed date stipulated in Section 4.0 hereof.

6.0 Supporting Documents

6.1 For Annual Vehicle Pass

a) Cargo Vehicle

1. LTO Certificate of Registration and Official Receipt
2. Duly accomplished application form to be filed by the concerned applicant.
3. CPA Permit to Operate (PTO) or Ancillary Permit if vehicle is engaged in trucking, hauling or ancillary services.
4. CPA clearance that applicant has no pending case or unsettled accounts with the Authority.

b) Non-Cargo/Service Vehicles

1. Duly accomplished application form to be filed by the concerned applicant.
2. LTO Certificate of registration and Official Receipt
3. Certification from employer that applicant is a bona fide employee of the company transacting business inside the CIP.