

**[ PPA ADMINISTRATIVE ORDER NO. 10-96, July  
18, 1996 ]**

**REVISED GUIDELINES IN THE EVALUATION, SELECTION AND  
APPOINTMENT OF HARBOR PILOTS**

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Authority

Section 6-a(viii) of PD 857

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Scope

These regulations shall apply to harbor pilot applicants for all the pilotage districts of the country, except the Cebu Pilotage District.

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Objective

To come up with a revised set of guidelines responsive to the present needs of the pilotage service and aimed at improving the selection process in the appointment of harbor pilots.

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Guidelines

4.1 *Notice of Vacancy* — A written notice of an existing or forthcoming vacancy shall be made to the Office of the AGM for Operations by the Port Management Office (PMO) thru the Port District Office (PDO) which has jurisdiction over the pilotage district. Said notice shall give the reasons for the vacancy (resignation, incapacity, pilot retirement or service demand due to lack of pilots) and the PMO's recommendation on its filling up based on the following factors:

4.1.1 The shipping traffic trend in relation to the existing number of harbor pilots

4.1.2 The degree of promptness of the pilots in rendering and major factors involved in any downtime in the conduct of pilotage

4.1.3 Port infrastructure and shipping development within the whole pilotage district

4.1.4 The schedule/shifting/leaves of harbor pilots and their physical ability to cope

with present and future service demand

#### 4.1.5 Views of shipping lines and pilot association

In case of an impending vacancy due to a pilot's retirement/resignation, his replacement shall be selected at least four (4) months in advance (for Manila), and three (3) months (for other ports), so that the probationary pilot can already undergo training prior to the retirement date of the pilot he is going to replace. This process will ensure continuity and adequacy of pilots to service all vessels calling in the port.

*4.2 Posting of Notice* — Upon clearance from the AGM for Operations, the PMO shall advertise in a local newspaper and/or post in a conspicuous place within the PMO, said vacancy announcement, at least one (1) month prior to evaluation to give sufficient time for applicants to submit the required documents. The PDO/PMO shall endeavor to widely disseminate the vacancy information to attract the most number of applicants for selection.

*4.3 Place of Filing the Application* — All applications shall be filed directly with the Port Management Office (PMO) which has jurisdiction over the pilotage district. Applications submitted to Head Office/POSD shall be immediately forwarded to the PDO/PMO concerned for inclusion in the evaluation. Applications which have been filed for more than a year as of the start of evaluation shall no longer be considered.

#### *4.4 Qualifications and Documentary Requirements* —

4.4.1 An applicant for a harbor pilot appointment shall submit proofs/documents that he possesses the following qualifications:

- a) A Filipino citizen;
- b) Not more than fifty-five (55) years old at the time the vacancy is announced for filling;
- c) Of sound physical and mental condition and of good moral character;
- d) Holder of a Maritime Industry Authority (MARINA) or Philippine Coast Guard (PCG) license as Harbor Pilot for the particular pilotage district applied for. Where no examination has yet been conducted by MARINA or PCG in that particular pilotage district, the applicant must at least be a holder of a harbor pilot license in any pilotage district

4.4.2 To this effect, the applicant shall submit the following documentary requirements:

- a) An Application Letter together with a duly Sworn Information Sheet/Biodata;
- b) Certificate as Master Mariner;
- c) Copy of Pilot's examination rating and License/Certificate issued by MARINA (or PCG) to practice as harbor pilot in the pilotage district applied for;