

**[ PPA-PMO SOUTH HARBOR MEMORANDUM  
CIRCULAR NO. 05, S. 1996, September 16, 1996 ]**

**SUPPLEMENTAL GUIDELINES TO PPA PMO-SOUTH HARBOR  
MEMORANDUM CIRCULAR NO. 01, SERIES OF 1996**

To implement a more effective system in the rationalization of the use of Ferry Landing, the following supplemental guidelines/procedures are hereby issued:

**1. General Guidelines**

1 1 All canteens/restaurants and offices conducting business inside the pilot/ferry landing area, shall submit personnel manning schedule per shift to the Composite Enforcement Team(CET);

1 2 Ships' crew members shall present or display respective identification card or seamans' book upon entry at ferry landing area;

1.3 Crews of ferry boats shall conspicuously display IDs upon entry at ferry landing gate and while inside the said area,

1 4 Visitors intending to board vessels/ships shall possess boarding passes issued by concerned shipping lines duly approved by PID, BOC and to be noted by PPA Police upon presentation at ferry landing gate,

1.5 Hired security guards of shipping lines intending to board their vessels shall possess approved pedestrian passes from Port Police Division, Pass Control Office, before entry to ferry landing,

1.6 All ferry operators are henceforth required to submit passenger and cargo manifests per attached Format "A" and "B", respectively, to the Composite Enforcement Team, indicating therein, names of passengers, vessel's destination and purpose of passenger. For cargo manifest, it shall include type and volume, other particulars of cargo, vessel destination and name of shipper or chandler. This requirement shall be observed for departing and arriving ferry boats.

1 7 All unnecessary lockers/fixtures and other structures not authorized by the Authority shall be removed immediately.

The objectives of these operating procedures, including those embodied in PM-South Harbor Memorandum Circular No. 01 -96 relating to the usage of ferry/pilot landing area, can be attained significantly with the assistance of security guards from Asian Terminals, Inc. (Arrastre Contractor), on a 24-hour manning schedule which is hereby requested for and encouraged to augment existing Composite Enforcement Team.