

**[ PPA MEMORANDUM CIRCULAR NO. 07-92, March 24, 1992 ]**

**GUIDELINES ON PORTERAGE OPERATIONS AND RATES  
DETERMINATION IN PHILIPPINE PORTS**

**I**

**Objective**

Pursuant to Art. VII, Sec. 20 of P.D. 857, and in order to rationalize portorage rates, systems and operational procedures, the following guidelines are hereby prescribed for information of and compliance by all concerned.

**II**

**Scope**

This regulation shall be applicable to all portorage operations in all ports in the Philippines.

**III**

**Definition of Terms**

Portorage Service shall refer to the carriage by manual handling and/or with the use of wheeled equipment like pushcarts of passengers cargoes, pieces of baggage, luggage and personal belongings to/from the passengers point of embarkation/disembarkation to/from the entrance/exit gates of the port premises.

Portorage Fee is the payment for the services rendered by a porter and covers the carriage of personal baggage, with or without the use of pushcarts, to/from the passengers point of embarkation/disembarkation to or from the entrance/exit gate of the port premises.

Bill of Lading means the written contract of carriage of goods whereby the common carrier for a consideration agrees to deliver on behalf of the consignor of goods to the consignee at a specified time.

**IV**

**Criteria in Determining Portorage Rates**

The main factors considered in the determination of portorage rates are (1) the weight of baggage and (2) the distance covered by the porter in travelling to/from the point of passengers' embarkation/disembarkation to/from the entrance/exit

gates. The portorage rates shall, therefore vary from port to port, based on these factors.

The Port Manager shall recommend the portorage rates applicable to the ports/terminals under his jurisdiction. The rates shall be based on the actual distance covered by the portorage service which shall be in accordance with the herein below schedule\* subject to the review and approval of the Head Office.

## V

### Permit and Regulatory Fee

The Port Manager is hereby authorized to issue permit to operate portorage services not exceeding one (1) year. One year renewals of portorage permits shall be done only with clearance from the Port District Manager. Permits/contracts exceeding one (1) year shall be subject to the approval of the AGM for Operations. A regulatory fee of ONE THOUSAND (P1,000.00) PESOS per annum shall be charged the operator.

#### Criteria for granting a Permit to Operate Portorage Services

1. The applicant must have administrative capability.
2. Be a duly recognized organization/association/cooperative;
3. Be duly registered with the Securities and Exchange Commission the Bureau of Domestic Trade and SSS;
4. Have a city/municipal and other relevant government agencies licenses/permits.

## VI

### Operational/Administrative Requirements

1. Portorage service shall be voluntary. Passengers opting not to avail of the services of the porters shall not be forced to have his/her baggage/luggage serviced by porters without his permission.

2. Portorage service operators shall issue tickets to passengers to serve as receipts for the service rendered. The ticket shall be pre-numbered and shall indicate the portorage business name and the corresponding amount. It shall be divided into 3 portions, the first portion being the passenger's coupon the, second portion goes to the porter and the last portion shall be retained at the collection booth.

2.1 The baggage shall be assessed at the collection booth for the payment and issuance of stubs to passengers and porters. It shall be indicated in all the three (3) portions of the ticket the man-number of the porter servicing the passenger to pinpoint liability in case of loss of damage to the baggage.

2.2 At the end of the day the porter/s shall present to the collection booth his accumulated portions/copies of portorage tickets to claim his portorage income for the day.