

**[ PPA MEMORANDUM ORDER NO. 34-98,  
November 04, 1998 ]**

**GUIDELINES FOR THE TEMPORARY OCCUPANCY, OPERATIONS  
AND MANAGEMENT OF PHASE I, PORT OF BATANGAS**

In the exigency of public service and pending the final approval by the PPA Board of Directors of the authority to operate and manage Phase I, Port of Batangas, the following guidelines are hereby issued for compliance by all concerned.

**I**

**Authority to Operate and Manage:**

Pending final approval by the PPA Board of Directors, Aries Arrastre Services, Inc. (ARIES) is hereby directed to temporarily occupy, operate and manage Phase I, Port of Batangas.

**2**

**Area of Operations and Scope of Work:**

The operations and management of the foregoing facilities shall include the following:

2.1 Operate the fastcraft terminal and provide specific services and amenities to all passengers, both for the fastcraft and Ro-Ro vessels.

2.2 establish and maintain strict safety procedure for all port users.

2.3 Maintain systematic, efficient and safe traffic flow of vehicles and passengers within its area of responsibility.

2.4 Establish a computerized system of checking-in and loading vehicles intended for Ro-Ro vessels to help ship operators prepare their stowage plan.

2.5 Manage all the berths in the entire Phase I developed area.

2.6 Establish and maintain efficient port operations.

2.7 Implement and enforce pertinent PPA rules and regulations.

2.8 Secure the premises of the assigned terminals and maintain cleanliness thereof at all times.

**3**

**Operating Guidelines:**

### **3.1 Passenger Terminal:**

3.1.1 All passenger travelling without tickets, whether availing of the fastcraft or Ro-Ro services, will access the port through the Fastcraft Terminal (FCT). Buses and jeepneys entering the port will unload passengers adjacent to the Passengers Convenience Store (PCS). An area shall be designated for short and long term car parking.

3.1.2 A similar vehicle waiting area outside the port shall be designated for passenger buses and jeepneys while awaiting vessel arrival. Queuing passenger buses and jeepneys shall enter the loading area adjacent to the PCS building to load riding passengers only upon proper signal.

3.1.3 Buses and jeepneys shall enter the PCS area through the Sta. Clara gate.

3.1.4 Fastcraft and Ro-Ro passengers must purchase a passenger terminal ticket from the shipping office provided for this purpose. Ticketing offices for all ship operators at the port will be provided inside the terminals.

3.1.5 Only travelling passengers will be allowed entry into the passenger terminal upon purchase of the appropriate terminal ticket.

3.1.6 When a fastcraft arrives, the passengers will disembark and exist at the controlled area gate controlled by a security guard who will ensure that the area is clear before embarkation commences.

3.1.7 When ready for embarkation, the shipping company concerned will open and operate one of the boarding gates and allow entry of passengers holding a valid ticket and a current passenger terminal ticket. Properly ticketed passengers will be allowed to board designated vessels.

3.1.8 Until the skyway connecting the fastcraft terminal to the Passenger Terminal building II is operationalized, all Ro-Ro passengers will walk at ground level going to the Ro-Ro vessels.

3.1.9 Some ship operators operating within this facilities will be providing shuttle services for their passengers. For this purpose, traffic controllers will be in place at all intersections to ensure passenger safety and smooth flow of vehicular traffic.

3.1.10 Once the skywalks are in place and when a RO-RO vessel is ready to receive passengers, the ship's loading officers will advise the Quay Supervisor for boarding. A designated guard will make the announcement, open the access to the skywalk, check that only passengers in possession of a passenger terminal ticket are allowed entry into the skywalk and direct the passengers to proceed to the proper loading bridge.

### **3.2 RO-RO Operations**

3.2.1 Ro-Ro vehicles shall enter the port through the main access gate, driving along a fenced single-direction road to the check-in booths.