

MAR 13 2018

PORT SECURITY ADVISORY No. 04-2018

FOR : All PPA Employees
Port Police/Security Guards
Oroport Cargo Handling Services
Shipping Lines
Other Port Stakeholders
All Others Concerned
This PMO

SUBJECT : **GUIDELINES ON THE ISSUANCE OF GATE PASS/
PROPERTY PASS TO MATERIALS/ EQUIPMENT/
PROPERTIES EXITING FROM THE PORT OF
CAGAYAN DE ORO**

As part of the ports' continuing implementation of International Ship and Port Facility Security (ISPS) Code and other pertinent PPA regulations and in order to ensure that movement of materials, equipment and properties to/from the port are authorized, monitored and properly documented, this Office hereby issues this advisory to avert unauthorized transport of the same.

In view of the foregoing, the following guidelines are therefore prescribed and adopted, to wit:

1. The guards assigned at access gates shall thoroughly check all vehicles that pass through their respective posts to ensure that no equipment/materials/properties are taken out from the port without permission from the concerned division/unit of the Authority.
2. All equipment, materials or properties that will be brought out from the port must be covered by corresponding gate pass/property pass indicating the number and description of the items, including details of the truck/vehicle used to transport the same, duly approved/noted by the Head of the concerned division/unit.
3. A copy of the approved gate pass/property pass must be made available at the exit gates of this port prior the exit of such equipment, materials or properties.
4. If the laden items are found to be inconsistent to the submitted and already approved gate pass/property pass, the concerned guard/s shall immediately report such inconsistencies to the Port Police Division thru the PMO Command Center and shall put on hold the vehicle for further investigation and proper disposition.

VISION

By 2020, PPA shall have provided port services of global standards.

MISSION

Provide reliable and responsive services in ports, sustain development of communities and the environment, and be a model corporate agency of the government.

Establish a mutually beneficial, equitable, and fair relationship with partners and service providers.

Provide meaningful and gainful employment while creating a nurturing environment that promotes continuous learning and improvement.

Establish a world-class port operation that is globally competitive adding value to the country's image and reputation.



As a matter of policy, transport of the items mentioned above without proper authorization from the concerned division/unit is strictly prohibited; thus, all guards assigned at access gates shall report immediately to the Port Police Division any occurrence of unauthorized transport of aforesaid items or any other similar incident/s.

This Advisory shall cover all PPA-owned equipment, materials and properties as well as those owned by private entities engaging business within the port premises. The same shall take effect immediately and shall remain in force, unless sooner revoked or otherwise amended by this Office.

For information, guidance and ready reference.



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