


**PHILIPPINE FISHERIES DEVELOPMENT
AUTHORITY**

**STANDARD OPERATIONAL
INSTRUCTIONS MANUAL**


**HMOD
ZFPC-SOI-03**




HMOD COPY

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I. HARBOR AND MARKET OPERATION

The Harbor and Market Operations Division is principally concerned with the proper maximum utilization of ZFPC shoreline and offshore facilities, such as the harbor basin anchorage area, and quays side landing area and market hall facilities for unloading of fishery products both Commercial and Municipal vessels.

II. THE HARBOR AND MARKET PERSONNEL (HMOD)

Personnel with unique plantilla position (i.e. Fishery Market Operations Supervisor, Fishery Market Operations Officers, and Fishery Market Operations Assistant) are responsible in the overseeing and monitoring of fish unloading and buyer/seller operation, as well as the utilization of market facilities and conduct of transshipment activities at the designated unloading and trading areas within the market hall of Zamboanga Fish Port Complex, Philippine Fisheries Development Authority.

Business processes for harbor and market operations are as follows:

- A. Commercial vessel accreditation
- B. Pre-arrival of Commercial and Municipal Vessel
- C. Commercial & Municipal Vessel Arrival/Berthing
- D. Commercial and Municipal Vessel Activities
- E. Commercial and Municipal Vessel Departure
- F. Fish Unloading for Transshipment by Commercial Vessel
- G. Fish Unloading of non-exportable grade by Commercial Vessel
- H. Fish Unloading for trading by Municipal vessel

The Market Hall, which is adjacent to the quayside, has a temporary total area of 600 square meters with Twenty (20) accredited Fish Trader's. This serves as both trading/auction areas, fish unloaded or discharged by commercial and municipal vessels, fish sorting/packaging areas of fish traders/brokers, servicing commercial and municipal fishing vessels in their fish transshipment activities.

III - CORE PROGRAMS SERVICES

- Enforces existing laws and duly prescribed policies, rules and regulations in the conduct of harbor and market operations, particularly with regard to quality assurance, cleanliness and safety in the harbor and market areas (i.e., compliance with GMP/SSOP), and the requirements re. International Ship and Port Security (ISPS);
- Supervises and monitors harbor operations consisting of the following:

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- Berthing and unloading space allocation of fishing vessels
 - Cargo inspection
 - Monitoring of transshipment activities and loading of wharfages (FV provisions) and conveyances (ice, water, fuel)
 - Monitoring of activities and related services at the net mending areas, food court, and adjacent harbor premises
 - Assessment of wharfage, conveyance, berthing, and other harbor fees and charges (boat repairs, water, power, etc.)
- Supervises and monitors market operations consisting of the following:
 - Monitoring of fish unloading, buyer/seller operation, utilization of market facilities and conduct of transshipment activities;
 - Assessment of fish unloading and transshipment fees, buyer/seller fees and other market fees and charges (power, water, etc.)
 - Evaluates and recommends harbor and market clients/participants applying for accreditation;
 - Conducts studies and formulates/recommends implementing guidelines, policies and programs to improve the delivery of harbor and market services
 - Conducts necessary training re. GMP/SSOP/HACCP compliance for harbor and market clients/participants;
 - Submits regular and special reports, recommendations and pertinent statistics/data on harbor and market operations and related matters as may be required by the Port Manager;
 - Performs other related functions as may be required by the Port Manager.

IV - DEFINITION OF TERMS

For the purpose of this Manual, the terms and definitions in ISO 9001:2008 applies.

In addition, the following terms and definitions are applicable:

Definition of Terms - As used in these Rules, the following terms and phrases shall mean:


- 1) **Fish Broker** – one who is engaged in fish trading activities in the market by acting as middlemen between the fish supplier and the buyers.
- 2) **Fish Supplier**- owner or operator of any commercial fishing boat, fish pen or any person who sells fish through the market.
- 3) **Buyer-Seller** – One who is engaged in buying fish for resale inside the market.

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- 4) **Fish Buyer** – One who regularly engages in the business of buying fish for resale outside the market.
- 5) **Batillo** – One who is engaged in the handling of fish and other manual chores for a fee.
- 6) **General Manager** – the incumbent General Manager or the Assistant General Manager whenever acting as General Manager or any person lawfully designated as officer-in-charge of the Philippine Fish Development Authority.
- 7) **Market** – the Zamboanga Fish Port Complex situated at Barangay Sangali, Zamboanga City, unless otherwise clearly intended to refer to other fish markets owned, operated, supervised or maintained by the Authority.
- 8) **Port** – the PFDA Zamboanga Fish Port Complex, situated in Barangay Sangali, Zamboanga City, unless otherwise intended to refer to other fishing ports owned, operated, supervised or maintained by the Authority.
- 9) **Fish** – shall include fishery/aquatic products.
- 10) **Authority** – the Philippine Fishery Development Authority.
- 11) **Tub** – fish container made of any suitable materials which contains a minimum weight of 40 kilograms.
- 12) **Accreditation Fee** – a fee collected from any individual, corporation, association, proprietorship with the intention to have business inside the port, and will be applied also to foreign fishing vessel with the intention to call port at ZFPC
- 13) **Berthing Fee** – a fee collected from local vessels with 3 GRT and above upon berthing of vessels at the port.
- 14) **Port Entry Fee** – a fee collected from the local vessels with 3 GRT and above upon entry at the port
- 15) **Berthing, Repair, Unloading and Loading (BRUL)** – a form used in the recording and computation of all fees, charges and dues such as berthing, repair, unloading of fish cargo and loading of food and vessel provisions to be paid by the vessel for using the facilities of ZFPC before the issuance of departure clearance
- 16) **Buyer Seller Invoice** – an electronic form used in the collection of Buyer and Seller Fee, from local.
- 17) **Collection Receipt** – a form issued in place of the electronic invoice in case of system failure or power interruption

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- 18) **Desk Log Book** – logbook which records NOAs of incoming vessels reported to HMOD Officer, maintained in case a black-out occurs, to determine whether a vessel has a pre-arrival notice
- 19) **Division Chief** – an officer in charge in the supervision and oversee the harbor and market operations of ZFPC
- 20) **Entrance Fee Ticket** – a form used in the collection of entrance fee from any vehicle entering the port
- 21) **Entrance Gate** – point of entry of all overland vehicles and port clients
- 22) **Electronic Harbor and Market Operations Division (eHMOD)** – a program design for the automation/computerization of Harbor and Market Operations transactions
- 23) **Electronic Notice of Arrival (eNOA)** – a program design for paperless vessel notification of arrival by clients/transshipment agents through the use of web applications or the internet
- 24) **Fish Unloading Tally Sheet** – form used by Market Officer during fish unloading for the recording of fish volume per kilogram, species and price
- 25) **Fish Unloading Market Transaction Report (FUMTR)** – an electronic form in the IPOS Database used in the collection of fees from the fish unloading's of local fishing vessels and overland vehicles
- 26) **Factor** – a type of tally sheet indicating destination, species, volume of fish issued by the company's representative of the fishing vessel.
- 27) **HMOD Desk Officer** – harbor and market operations personnel assigned as desk officer on duty at the clearing desk, granting arrival clearances for arriving vessels and departure clearances for departing vessels
- 28) **Coxswain** – Steering or directing of berthing/anchorage vessels, supervise the entry and the arrangement of vessel to berth at the pier.
- 29) **HMOD Officer** – harbor and market operations field personnel, normally a Harbor Master, who assigns berthing areas, informs the vessel Captain regarding harbor rules and supervises the movement of vessels within the berthing and anchorage areas. He/she also monitors activities of vessels such as repairs, loading/unloading provisions of vessels inside the port

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- 30) **Notice of Arrival Logbook** – A logbook used to document the notice of arrival of vessels. It is a tool to determine the allocation of berth prior to vessel arrival. It is also being maintained in case a brownout occurs to determine whether a vessel has a pre-arrival notice. Vessels listed herein should be encoded in the eNOA
- 31) **Market Officer** – Market operations field personnel who monitors fish unloading and trading of local and foreign unloading operations
- 32) **Overland Vehicle** – any form of land vehicle used to transport fish inside the ZFPC
- 33) **Parking Fee Ticket** – a fee collected from the parking of vehicles inside the ZFPC
- 34) **Permit to Conduct Business** – a permit issued to any individual, corporation, association or proprietorship to conduct business inside the port, to be endorsed by the designated and authorized personnel of HMOD
- 35) **Banca Entry Fee**- a fee collected from the local vessels below 3 GRT upon entry at the port.
- 36) **Special Collecting Officer** – ZFPC personnel designated and authorized to collect payment at HMOD Office and ZFPC Toll Gate (Harbor Officers, Market Officers and Toll Gate Keepers)
- 37) **Toll Gate Keeper** – Market operations field personnel assigned at the ZFPC toll gate who issues entrance and parking tickets and secures and verifies payments made by clients going out the port premises.
- 38) **Transshipment** – The process, in which the fish cargo fishing vessels is unloaded, sorted, classified and packed at the Zamboanga Fish Port Complex and transshipped to other destination.
- 39) **Roll Book** – submitted by the Captain/Transshipment Agents/duly authorized representative to the HMOD for stamping of actual time of arrival and actual time of departure of the vessel, both local and foreign
- 40) **Wharfage fee** – a fee collected for the assessment of fees charged for loading and or/unloading of cargo other than fish at the port based on weight, volume or value

V - ACCREDITATION AND REGISTRATION

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Registration and Accreditation - No person shall engage in any activity within a fishing port or fish market unless he is registered with and accredited by the Authority.

Forms – it shall be the duty of the General Manager to prescribe the necessary forms for registration and accreditation.

Deadline for Requirements and Accreditation – All market participants shall be required to apply for registration and accreditation not later than the last working day of **February** every year.

Accreditation of Fish Broker – Any person may apply for accreditation as fish broker provided that:

- a) He has engaged in fish brokerage for at least three (3) years or in the absence of such qualification, the applicant submits a verified statement containing a list of fish supplier willing to do business with him;
- b) He is finally stable as shown by his income tax return during the past two (2) years, or his current statement of assets and liabilities, or such other paper or documents as the General Manager may in his discretion consider as proof of financial stability; and
- c) He is of good moral character.

Authority to grant accreditation – The General Manager shall grant accreditation to a fish broker if the application meets the requirements presented in the next preceding section hereof, provided, however, that should he deny an application for accreditation, the reasons for such denial shall be stated in writing.

Responsibilities of a broker - Accredited fish broker shall be responsible to the following grounds:

- a) A broker shall be held responsible for the conduct of his batillos and other employees while in the performance of their duties.
- b) Fish broker shall, on behalf of the fish supplier, prepare and issue to the buyer at least two (2) copies of sales invoices covering all sales of fish.

Grounds for suspension or cancellation of accreditation – Accreditation of a fish broker may be suspended or cancelled for the following grounds:

- a) Making false entries on sales invoices or other forms.
- b) Violations of these Rules are; such order or rules and regulations as the Authority may hereafter issue or promulgate.
- c) Failure to settle promptly arrears in fees to the Authority.
- d) Failure to issue sales invoices.

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e) Such other similar grounds as the General Manager may consider as contrary to public policy or government interest.

Fish Supplier – The following may register as fish supplier:

- a) Owners/ Operators of fishing boats, fishpond and fish pens.
- b) Middlemen who purchase fish at sea and deliver them to port in carriers.
- c) Fish pen operators and those who bring fish by land vehicles for auction sale in the market.

Qualification of Fish Buyer- To qualify for registration as fish buyer in order to participate in any auction one must present an appropriate recommendation from any fish broker.

Ground for Suspension or Cancellation – The following shall be grounds for suspension or cancellation of registration as fish buyer.

- a) Violation of these Rules as such Orders or rules and regulations as may be issued or promulgated by the Authority from time to time;
- b) Such other grounds as the General Manager may consider to be contrary to public policy or government interest.

Batillos – The following shall be required for registration as batillos or fish handler:

- a) Recommendation from any fish broker or commercial fishing boat owners or operator.
- b) Police clearance. And
- c) Health certificate.

Grounds for Suspension or Cancellation- The following shall be grounds for suspensions or cancellation of registration of batillos.

- a) Violation of rules and regulations of the Authority.
- b) Violation of existing laws.

Authority to suspend or cancel Accreditation – The General Manager may suspend or cancel any accreditation or registration whenever the party concerned ceases to possess the qualification required for his accreditation or when public interest justifies such suspension or cancellation.

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VI - PERSONS AUTHORIZED TO ENTER THE MARKET HALLS

Persons allowed in the market halls – No person shall be allowed inside the market hall or premises except official and employees of Authority and those who have earlier been accredited or registered for their respective trade or avocation, which may include:

- a) Brokers,
- b) Fish Buyers,
- c) Fishing boat operator or fish suppliers
- d) Ice suppliers
- e) Batillos, brokers or suppliers employees

Identification cards – Any person seeking to enter the market halls shall apply for an identification card by filling out forms prescribed by the Authority.

The identification card shall be worn conspicuously at all times by all market participants while inside the Market premises.

VII - UNLOADING OF FISH IN THE MARKET HALL

Unloading of fish – Only authorized batillos in prescribed uniform may be allowed to unload fish from fishing boats to the market halls.

Market Officer to oversee unloading- Fish market officer and checker shall oversee the unloading of fish from boats and under no circumstances shall unloading be allowed without their presence.

Fish from overland vehicle- Unloading of fish from overland vehicles shall be allowed at the side of the market halls.

Notice as to trade volume – Brokers shall notify the General Manager or his duly authorized representative three (3) hours prior to actual trading of the volume and origin of fish to be traded, the producer and the species.

Pedestrian traffic in market – No fish tub shall be placed on top of any drainage canal in the market. Passageways shall be provided in each stall to ease pedestrian traffic in the market halls.

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VIII. AUCTION

Transaction areas – Fish brokers shall use Market Halls 1 and 2 of the Zamboanga Fish Port Complex Fish Market hall 1 for Wholesale transactions only. Retailing will take place in Market Halls 2.

Areas for buyer-sellers – Buyer-sellers may be allowed to transact business only in designated areas.

Trading hours – The Authority shall fix as trading hours such hours of the day as it may deem appropriate to insure the distribution of high quality fresh fish.

IX. EVALUATION OF BROKERS

Increase or decrease of stalls- Market stalls shall be awarded on the basis of each broker as by the Authority provided, however, that the number of stalls of such brokers may be decreased or increased accordingly if the periodic evaluation of the broker's business performance warrants such decrease or increase of stalls.

Stalls allocated a broker who fails to meet the minimum volume of business fixed by the authority for a six (6) month period shall be appropriately reduced.

Additional stalls – Upon proper application, a broker may be awarded additional stalls:

- If the average volume of his semi-annual business exceeds 4,200 tubs per stall per month; and
- If his fees are religiously paid on time.

Re-award of stall – The Authority may re-award a stall previously allocated to any qualified person if it is abandoned or otherwise not put to proper use for a period of three months from the date of the last award.

X. QUALITY STANDARDIZATION

Consumer Protection – In the day-to-day operations in the market, the Authority shall always strive to protect the interest of the public, and for this purpose it shall strictly enforce the following market operation guidelines:

- All fish containers shall be of standard size to be prescribed by the Authority.
- A fish container shall be filled only up to its level and never above.
- Used ice shall not be re-used for fish refrigeration.

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- d) Before actually displayed in the trading halls, fish should be washed with potable water. Water from the harbor basin shall never be used in washing fish.
- e) Fish tubs should be washed thoroughly before they are used.
- f) Ice to be sold to fishing boat operators/ owners shall be of good quality.
- g) Display of putrefied fish in the trading halls shall not be allowed. Fish suspected of having been caught illegally shall not be allowed to be sold in the market halls until after an examination shall have been made and cleared for its sale issued by a competent authority.

XI. FEES AND SURCHARGES

Fees – The fees to be collected from market participants shall be in accordance with the following schedule of rates:

- a) An unloading fee of Php 7.00/tub of fish unloaded from a fishing boat or overland vehicle shall be collected from producer or fish suppliers, but no fee shall be collected for fish unloaded within the fish port if the corresponding conveyance/ unloading fee thereof has already been paid upon unloading at the port.
- b) A market fee shall be collected from brokers at the rate of P7.00 per tub.
- c) A transshipment fee of Php 7.00 per tubs of fish shall be collected from the fish suppliers.
- d) A buyer- seller fee shall be collected from the buyer- seller at the rate of Php 7.00 per tub.
- e) An entrance fee shall be collected at the rate of Php 6.00 for every tricycle, jeep, car, or other light vehicle; Php 10.00 for every jeep with light vehicle; Php 15.00; medium vehicle truck, trailer, truck, or amphibian truck; and Php 25.00 for every Heavy vehicle like refrigerated van or truck with trailer
- f) Parking fee shall be collected at the rate of Php. 5.00 for every tricycle, jeep, car, or other light vehicle; Php. 7.00 for every jeep with light vehicle; Php. 9.00 for medium vehicle truck, trailer, truck, or amphibian truck; and Php 12.00 for every Heavy vehicle like refrigerated van or truck with trailer.
- g) An ice conveyance fee of Php 20.00 per block of ice shall be collected from ice suppliers.
- h) A basic rental fee of Php 22.00 per square meter per month shall be collected for a broker's office, stall or food canteen within the market premises. The basic stall rental for stalls in the old market shall be fixed at Php 22.00 per square meter per month.

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Stall rental – The Authority shall impose a minimum monthly rental of Php 22.00 per square meter per month for every stall in Market Halls provided that should the market fee collectible from the stall holder for any one month exceeds such amount, only the market fee shall be collected. 3% penalty shall be collected per month if the delay payment is incurred.

Interest – Fees and charges not paid on time shall bear interest at the rate of Three (.03) percent per month plus additional surcharge or penalty of thirty six (36) percent per annum. A fraction of a year shall be considered as one year for the purpose of computing the surcharge or penalty.

XII. PROTEST ON COLLECTION OF FEES

Protest and Payment upon Protest – When a ruling or decision of the Market Master or his duly authorized representative is made whereby liability for market charges is determined, the party adversely affected may contest such ruling or decision by presenting to the said official at the time when payment of the amount claimed to be due the Authority is made, or within fifteen (15) days thereafter, a written protest setting forth his objection to the ruling or decision in question, together with the reason thereof.

No protest shall be entertained unless payment of the amount due has first been made.

Protest exclusive remedy - In all cases subject to protest involving market charges the interested party who desires to have the action of the Market Master or his duly authorized representative reviewed, shall make a protest in the manner and within the time prescribed in the next preceding section hereof, otherwise, the action of the said official shall be deemed final and conclusive against such party.

Forms and scope of protest – Every protest shall point out the particular decision or ruling of the market Master to which exception is taken or objection made, and shall indicate with reasonable precision the particular ground or grounds upon which the protesting party bases his claim for relief.

Decision or action by Port Manager – When a protest is properly presented in a case where protest is required, the Port Manager shall decide the protest within thirty (30) days from receipt thereof.

Review by General Manager – Any person or firm aggrieved by the decision or action of the Port Manager in a matter presented upon protest may, within fifteen (15) days after notification in writing by the Port Manager of this action or decision, give written notice to the Port Manager, furnishing the General Manager a copy thereof of his or its desire to have the matter

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reviewed by the General Manager. Thereupon, the Port Manager shall forthwith transmit all the records of the protest to the General Manager; who shall either affirm, modify or reverse the decision of the Port Manager. The decision of the General Manager shall become final and executor within five (5) days from receipt thereof by the proper concerned.

Protest/appeal fee – For every protest made against payment of market charges or appeal from the denial of such protest, there shall be paid to the Authority the amount of Php 10.00 as protest or appeal fee, Php 2.00 as legal research fee, and Php 0.60 documentary stamp and science tax.

XIII. MISCELLANEOUS PROVISIONS

Gate clearance – All vehicles transporting fish cargo from the Fish Market Complex shall be required to surrender at the exit gate duplicate of sales invoices covering their fish cargo.

No parking – No vehicles shall park at the loading area unless it will load or unload fish.

After purchase, buñera who will load their fish in jeeps or other small vehicles shall do so at the western side of Market hall 1, if in cargo truck, at the eastern side of Market Halls 1 & 2.

XIV. PENALTY FOR VIOLATION OF RULES

Penalties – The Authority shall have the power to impose such administrative penalties, including fines, as it may deem proper to impose under the circumstances of each case, for violation of those rules where no specific penalties is prescribed.

Notice and Hearing – No penalty shall be imposed under the rules notice and hearing, provided, however, that notice and hearing may be dispensed with in cases of whom offence and where the circumstance surrounding the violation have been properly investigated by the authority and the party concerned been approved thereof.

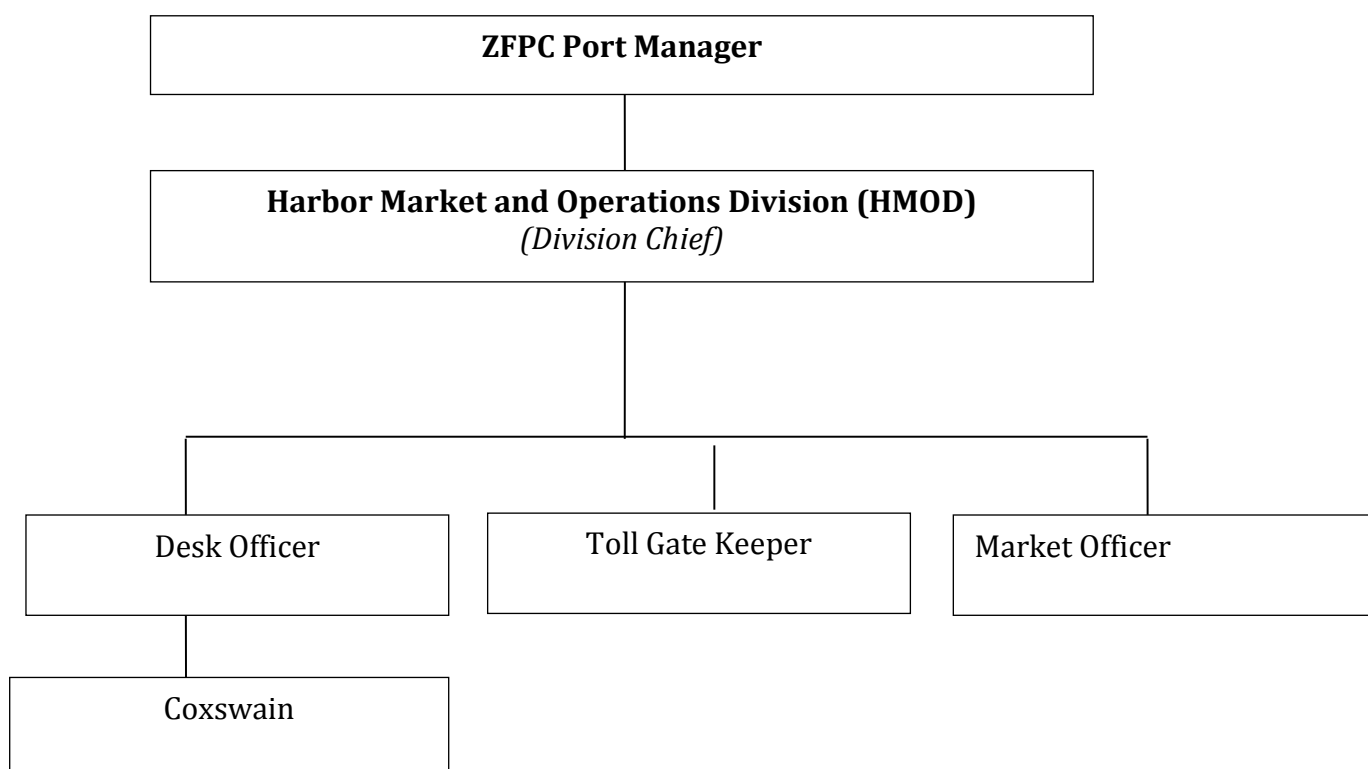
XV. SEPARABILITY, REPEALING AND EFFECTIVITY CLAUSE


Separability – if by final judgment by a competent court, a section or part of these rules is declared invalid, said judgment shall not affect, impair or invalidate the remainder of these rules, but shall be confined in its effect to the sector or part of the Rules thereby declared invalid.

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Repealing clause – All resolutions, rules and regulations, circulars, memoranda, or orders, or part thereof, inconsistent with the provisions of these Rules are hereby repealed or modified accordingly.

ORGANIZATIONAL CHART



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HARBOR OPERATIONS

1. COMPANY ACCREDITATION/PERMIT TO CONDUCT BUSINESS:

1.1 Company Accreditation/Permit to conduct Business – First-time Entry

The Company's Representative shall apply and secure PFDA accreditation /Permit to conduct Business, (PTCB). The owner or the representative shall provide the following requirements:

Requirements to secure PFDA Accreditation and ID for the Accreditation to conduct Business (PTCB)

A. For Business requirements

- Business Permits/DTI for single proprietorship
- SEC (Security & Exchange Commission) Registration
- CDA (Cooperative Development Authority) Registration for Cooperative

B. For Individual I.D requirements.

- Cedula/Residence Certificate
- Original copy of Barangay Clearance
- Any recent national government- Issued ID card (photocopy of SSS,GSIS
Postal ID, Philhealth, Driver's License, Pag-ibig, Comelec/voters ID, Senior Citizen.

1.2 Renewal Accreditation/ Permit to conduct Business:

The renewal of Accreditation/Permit to conduct Business expire, the company owner's, or representative shall renew the Permit to conduct business (PTCB) on or before February for the following year.

2. VESSEL ARRIVAL/BERTHING – LOCAL VESSEL

- a. Vessel proceeds to allocated berthing area with the assistance of the HMOD Officer assigned in a specific area.
- b. Boat Captain/Representative reports vessel arrival to Harbor Officer.

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- c. The client's vessel roll book is stamped "ARRIVAL" to indicate the date and time of arrival.
- d. The vessel entering the ZFPC for the first time is required to submit a copy of its Certificate of Ownership but is not required to undergo accreditation process with ZFPC (for transient local vessels)
- e. Harbor Officer encodes vessel arrival information in the eHMOD.

3. VESSEL ACTIVITIES - LOCAL VESSEL

3.1. Unloading of fish

- i. Prior to unloading, Boat Captain/ Representative shall inform the Harbor Officer for fish unloading.
- ii. HMOD Officer monitors fish unloading operation by volume, species, fish price and destination using the factor sheet presented by the shipper.
- iii. Boat Captain / Representative and the Local Fish Buyers/Traders pay the corresponding fees to the HMOD Office through the Special Collecting Officer.
- iv. HMOD Desk Officer encodes the volume of fish unloaded in the e-HMOD and through the Special Collecting Officer, issues Official Receipt (OR) indicating Transshipment to the Company's Representative and Buyer/Seller Fee to Local Fish Buyers/Traders.
- v. Toll Gate Keepers verifies the Official Receipt (OR) before allowing the fish unloaded to exit the ZFPC Gate.

3.2. Unloading of Cargoes other than Fish

For cargoes other than fish, the Harbor Officer shall instruct the Boat Captain/ Representative to present cargo manifest in the HMOD office for the computation of Wharfage Fees, after which, payment in cash must be made to the Special Collecting Officer.

3.2.1 Outgoing Cargoes

Upon informing the HMOD Officer that a non-fishing vessel will load non-fish cargo, the HMOD Desk Officer shall encode the details in the eHMOD for the computation of Wharfage Fee. The client/representative pays the corresponding fee to the special collecting officer. The Special Collecting Officer receives Payment, prints and signs the Official Receipt (OR). Special Collecting Officer releases the Official Receipt to the Client/representative to be presented at the gate before they are permitted to exit the port premises.

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3.3. Loading of Vessel Provisions – Local Vessel

- i. Boat Captain/Representative proceeds to Harbor Officer and reports conveyance transactions like supply of fuel and ice and shall pay the required conveyance fees.
- ii. HMOD Officer / Special Collecting Officer encodes conveyance information into the eHMOD, after supplier presents the delivery receipt of the item and pays corresponding fees.
- iii. Supplier proceeds to HMOD Special Collecting Officer and pays corresponding Wharfage Fee.
- iv. HMOD Special Collecting Officer prints, signs and issues Official Receipt (OR)

3.4. Net Mending

- i. Boat Captain proceeds to HMOD Office and notifies HMOD Officer of their intention to undertake net mending activity.
- ii. HMOD Officer approves and encodes the date and time started into the eHMOD.
- iii. HMOD Officer monitors the date and time of completion of the activity.
- iv. HMOD Officer oversees net mending activity and records the date and time completed.
- v. Boat captain pays corresponding fees at HMOD Office.

3.5. Vessel Departure – Local Vessel

- i. Boat Captain/Representative proceeds to HMOD Office; presents Vessel Roll Book and informs the Harbor Officer of the intention to depart.
- ii. HMOD Desk Officer/Special Collecting Officer prepares assessment through the eHMOD, indicating Harbor Fees including penalties (if applicable);
- iii. Boat captain / representative pays corresponding fees to the Special Collecting Officer.
- iv. Special Collecting Officer prints, signs and issues Berthing Invoice (BI)
- v. HMOD Desk Officer stamps the vessel's Roll Book "CLEARED", release the Official Receipt(OR) & Roll Book to the Boat Captain/Representative before he leaves the HMOD Office
- vi. Boat Captain / Representative Proceeds to the Philippine Coast Guard (PCG) for additional clearances.

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MARKET OPERATION

1. Unloading of Fishery Products (Municipal banca)

- i. Municipal banca unloads fishery products at landing quay.
- ii. Market Officer assesses the volume, size and species of fishery products then records the data using the Fish Unloading Tally Sheet.
- iii. Market Officer issues FUMTR Slip and collects corresponding fees.
- iv. Market Officer encodes the FUMTR Slip data into the eHMOD. Remit the payment to the Special Collecting Officer.
- v. Special Collecting Officer receives payment. Prints and signs the Official Receipt (OR) then release OR to Market Officer for distribution to corresponding clients.

PENALTIES FOR VIOLATION OF HARBOR RULES

Effective immediately, administrative penalty shall be imposed on Fishing Vessel Operators violating harbor rules and regulations, penalties shall be imposed on the following violation:

1. Arrival without notice.
2. Departure without Clearance
3. Undertaking repair without permit
4. Absence of responsible crew to man the vessel while at berth
5. Causing pollution
6. Refusal to submit required Roll Book and other documents
7. Refusal to salvage laid-up/sunk vessel
8. Indiscriminate littering
9. Absence of Vessel rubber cushion
10. Unauthorized docking and/or transfer of vessel
11. Overstaying
12. Misdeclaration of cargoes.

Commission of the above offenses shall be penalized as follows:

- | | |
|-------------------|-----------|
| a) First Offense | ₱1,000.00 |
| b) Second offense | ₱1,500.00 |
| c) Third Offense | ₱2,000.00 |

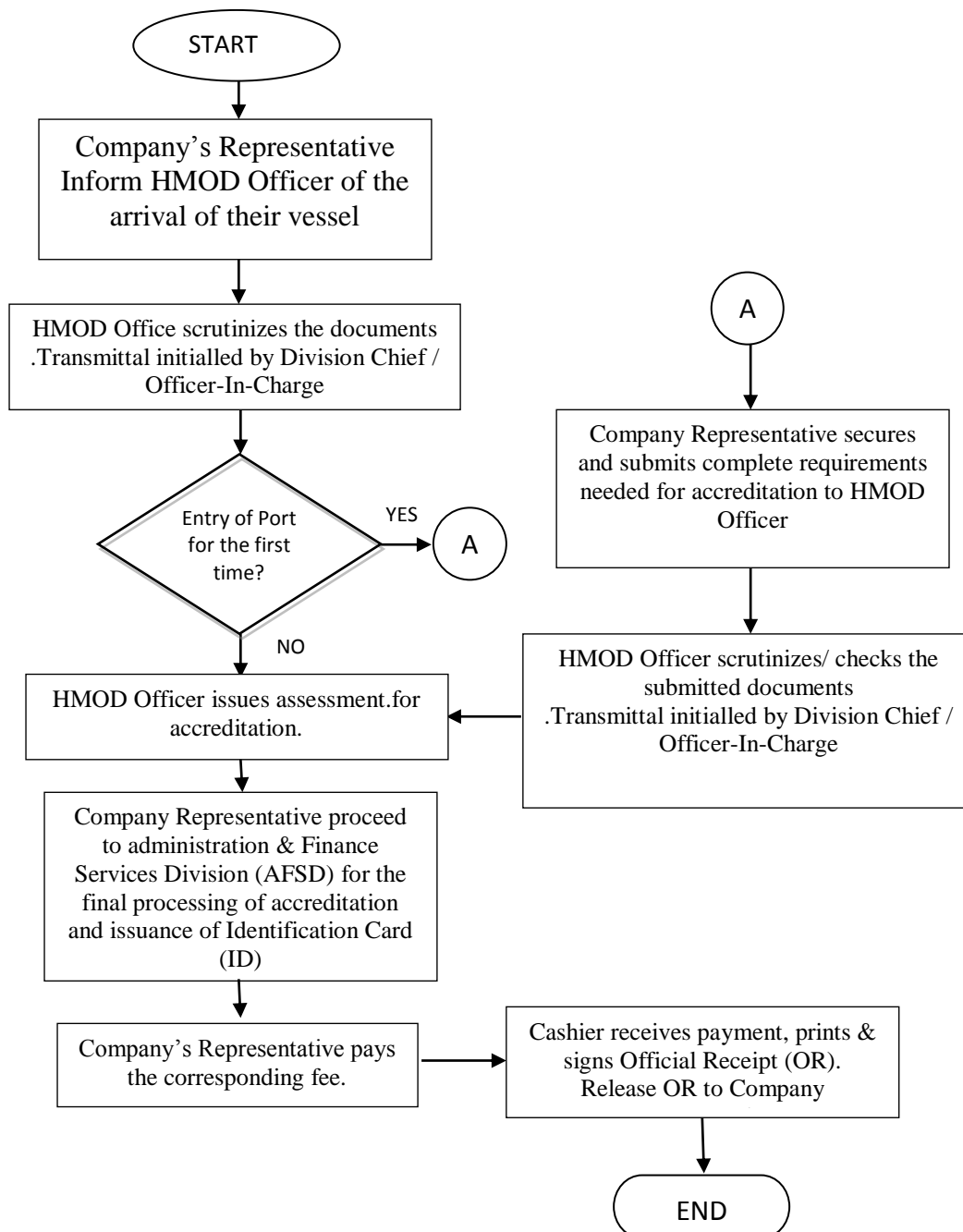
13. Unloading of illegally caught fish – illegal caught fish will be confiscated and the vessel shall be impounded and appropriate charge shall be file in court.

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14. Loading of Explosive and poisonous substances – vessel shall be impounded and appropriate charge shall be filed in court.

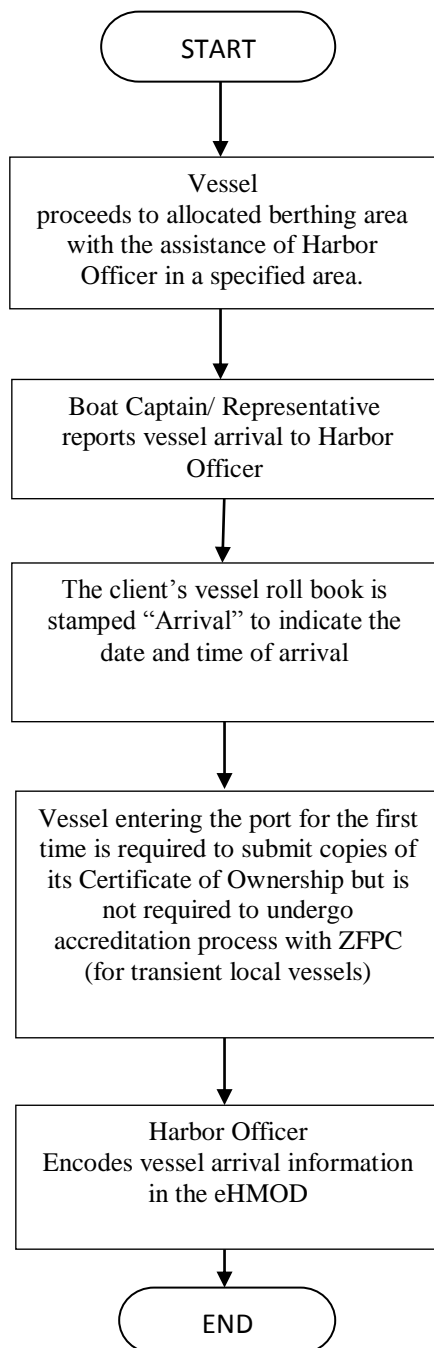
HARBOR OPERATION

Local Vessel Accreditation Flowchart



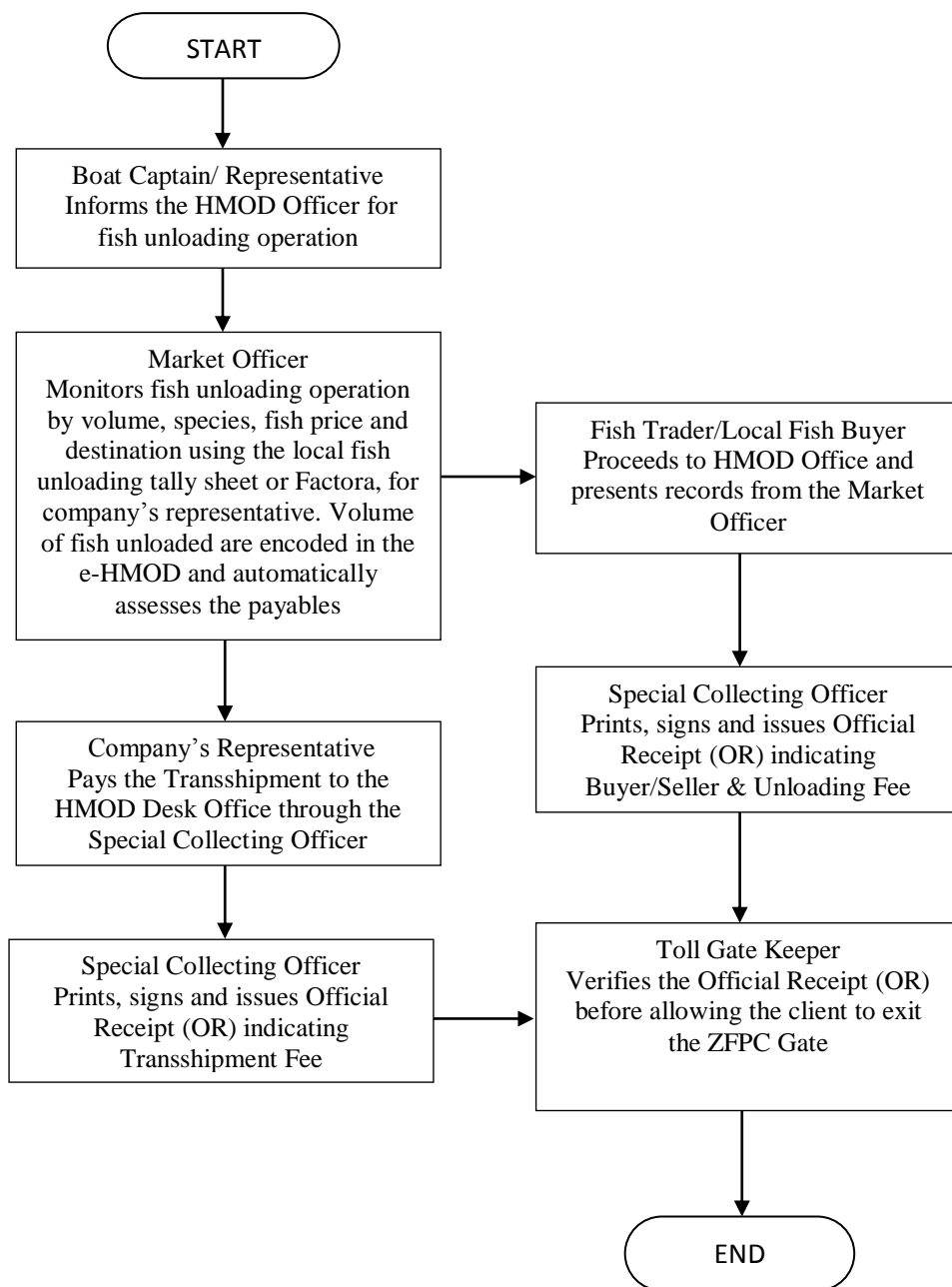
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Arrival of Vessel/Berthing -Local



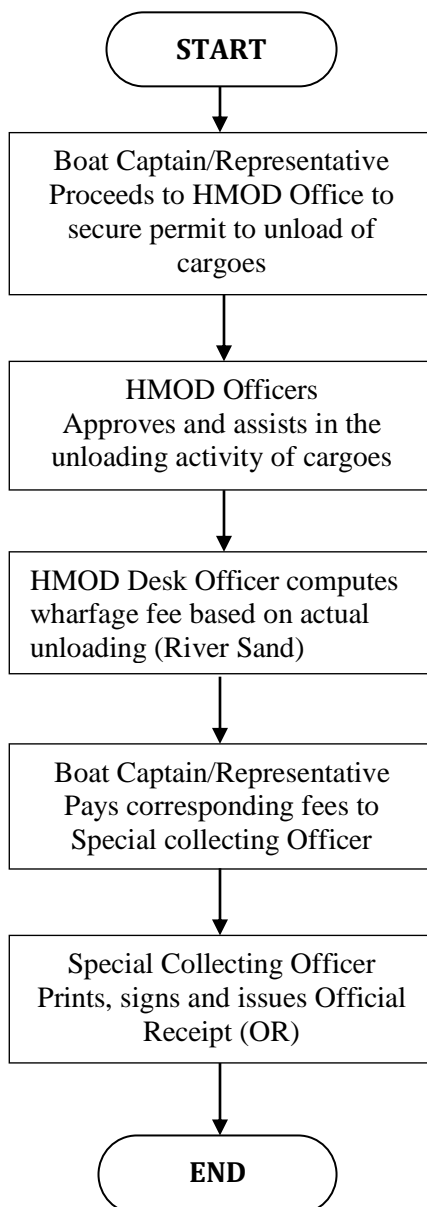
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Vessel Activities/Unloading of Fish – Local vessel



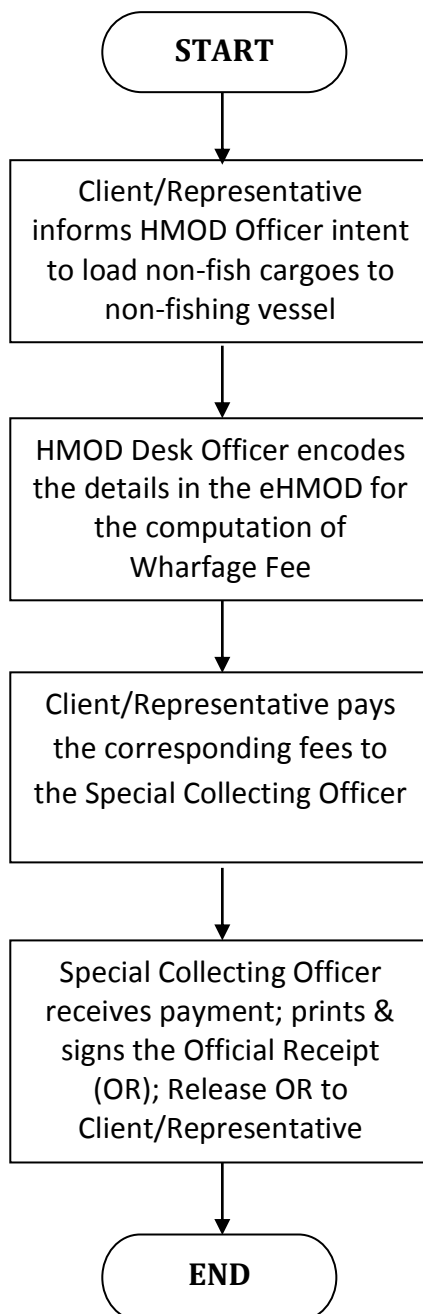
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Unloading of Cargoes other than fish



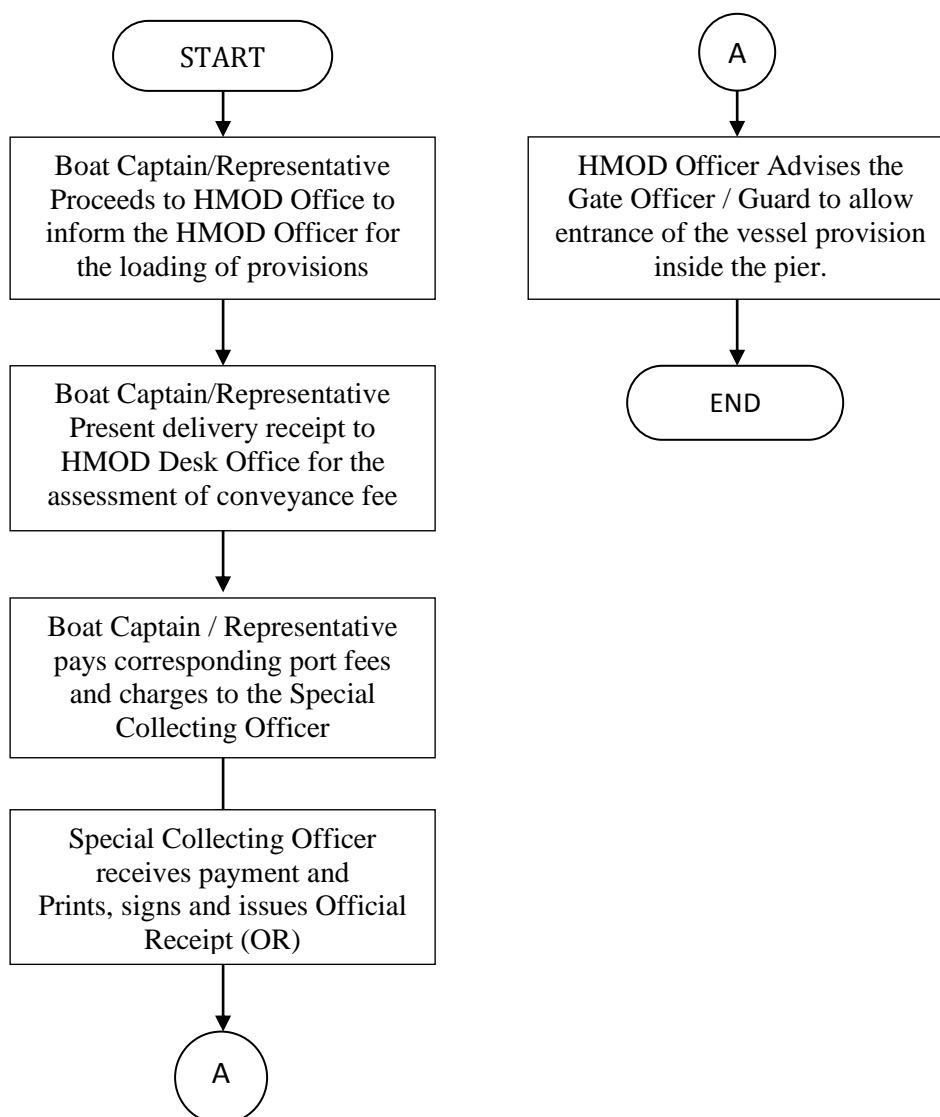
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Outgoing Cargoes



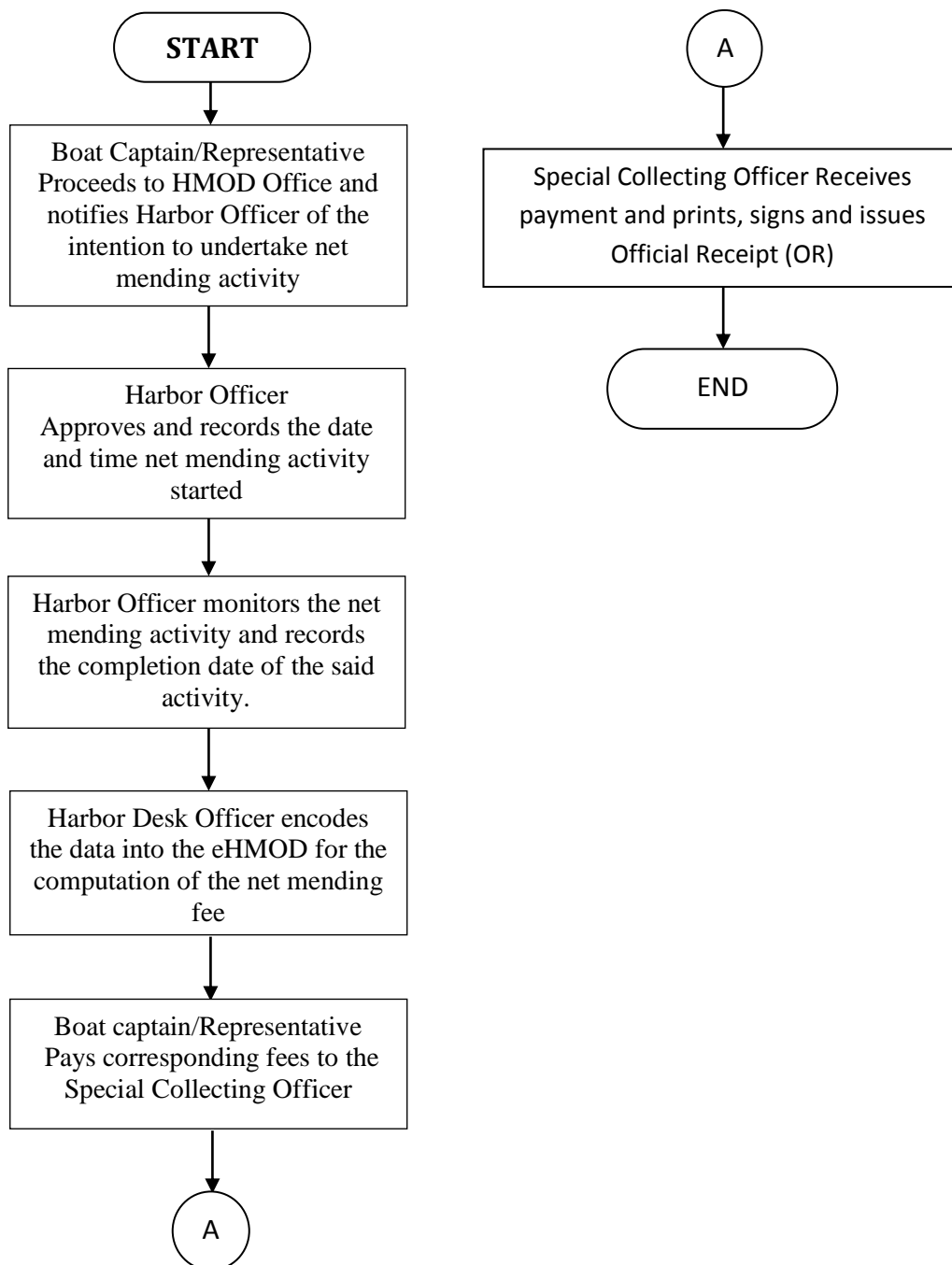
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Loading of Vessel Provisions



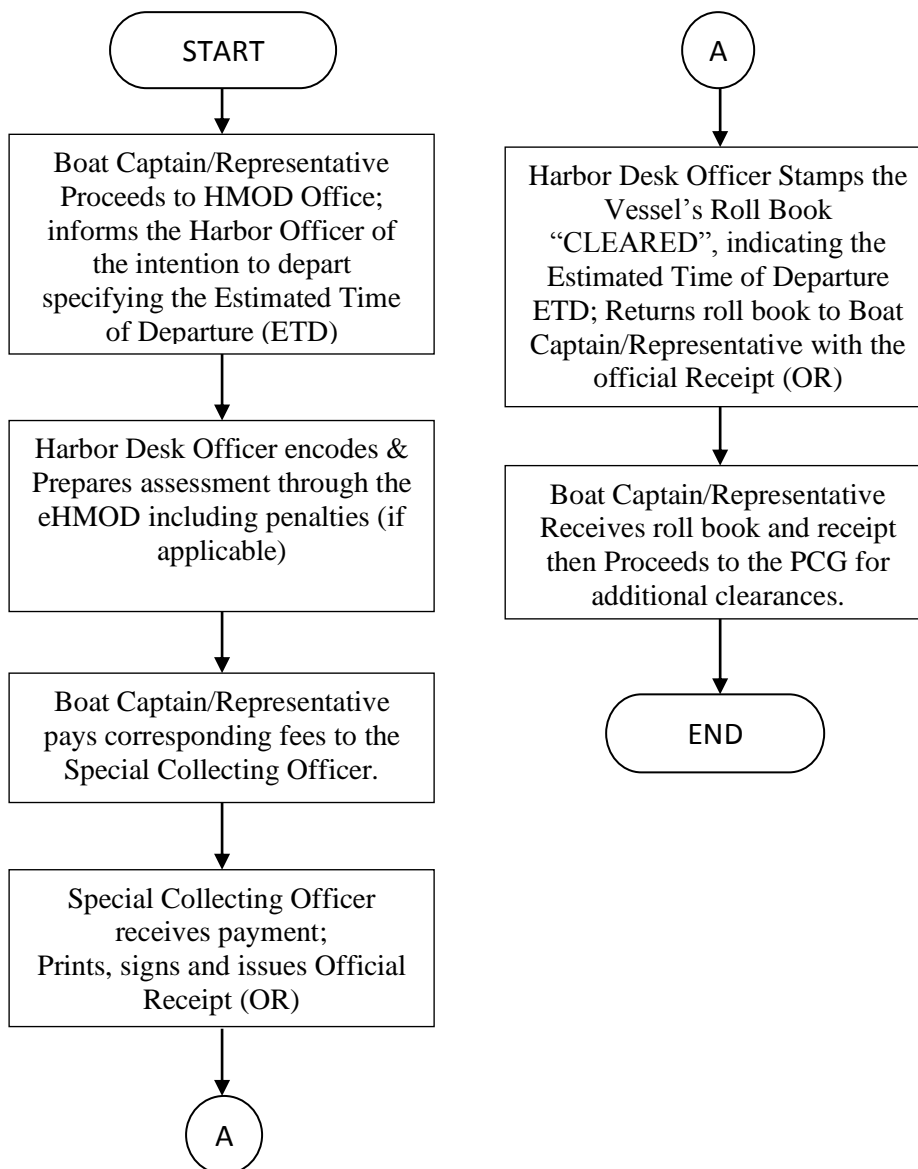
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Net Mending



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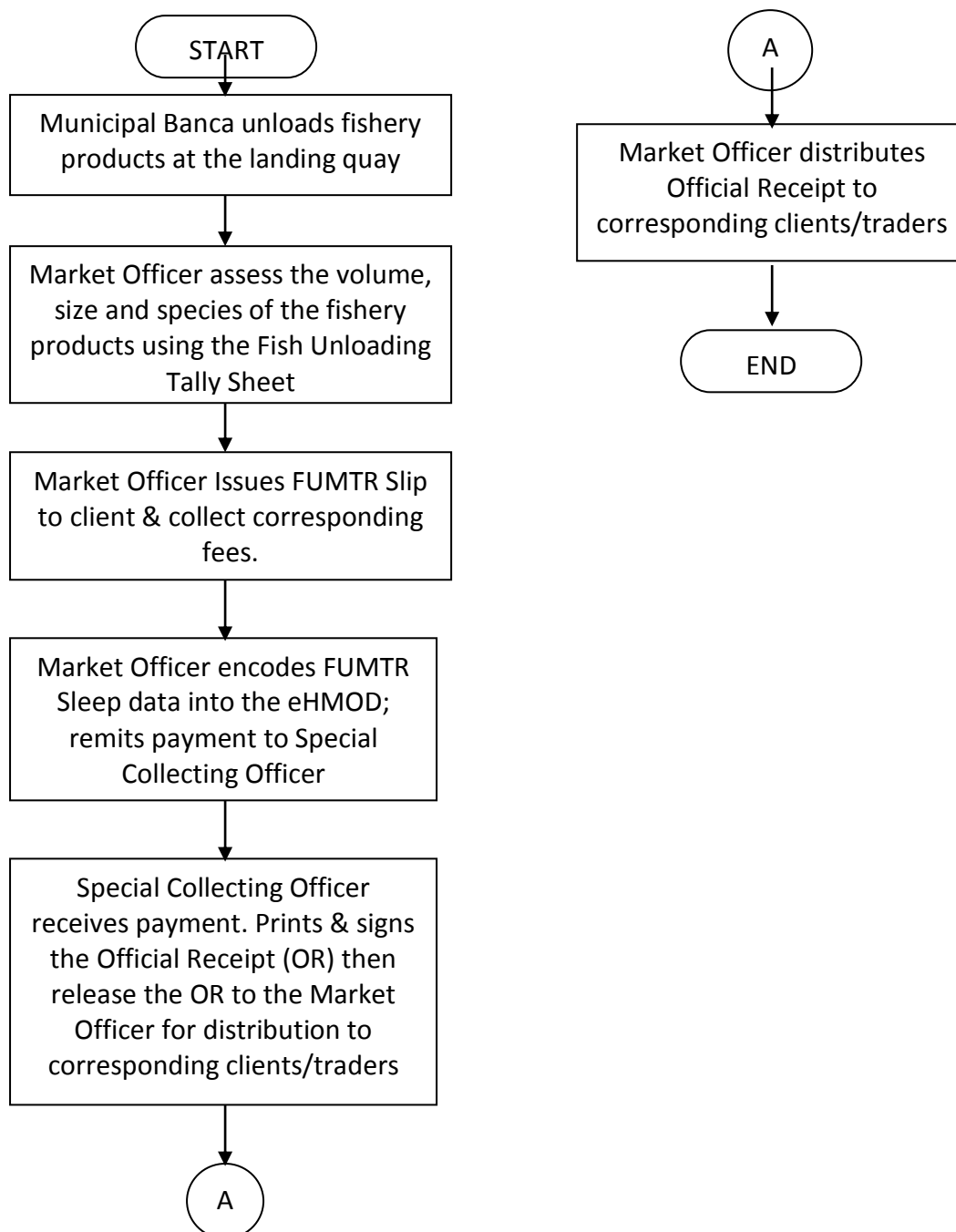
Vessel Departure -Local Vessels



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MARKET OPERATION

Unloading of fishery products (Municipal Banca)



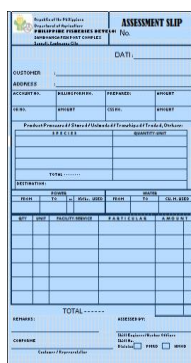
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VESSEL ARRIVAL (LOCAL)

BERTHING OF VESSELS (MANUAL BERTHING)

START

ACCOMPLISH MANUAL NOTICE OF ARRIVAL (NOA)

IPOS DATABASE ENTRY



CLICK HARBOR ICON



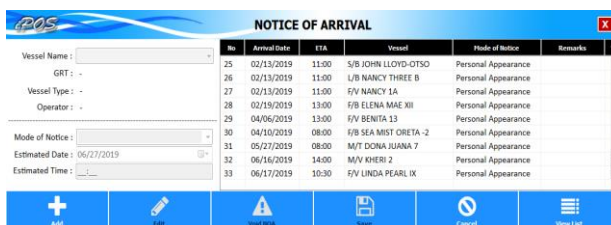
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CLICK NOTICE OF ARRIVAL ICON



ENCODE DATA




No	Arrival Date	ETA	Vessel	Mode of Notice	Remarks
25	02/13/2019	11:00	S/B JOHN LLOYD-OTSO	Personal Appearance	
26	02/13/2019	11:00	L/B NANCY THREE B	Personal Appearance	
27	02/13/2019	11:00	F/V NANCY 1A	Personal Appearance	
28	02/19/2019	13:00	F/B ELENA MAE III	Personal Appearance	
29	04/06/2019	13:00	F/V BENITA 13	Personal Appearance	
30	04/10/2019	08:00	F/B SEA MIST ORETA-2	Personal Appearance	
31	05/27/2019	08:00	M/T DONA JUANA 7	Personal Appearance	
32	06/16/2019	14:00	M/V KHERI 2	Personal Appearance	
33	06/17/2019	10:30	F/V LINDA PEARL IX	Personal Appearance	




No	Tag No.	Vessel	Arrival Date	Time	Berth No.
1	001	F/V ELEGANCE III	05/08/2018	08:30	135
2	003	F/V LOURDES C. VII	03/19/2019	10:30	103
3	023	F/V PRINCESS KATRINA_2	03/04/2019	09:00	136
4	013	F/V MARLENE VII	02/04/2019	18:00	144
5	030	F/V ELENA II	12/20/2018	09:00	190
6	041	F/V ANITA III	10/11/2018	10:00	207
7	019	LCT POKERDOR 19	09/17/2018	15:00	204
8	004	F/V MARLENE VII	08/05/2018	14:00	127
9	001	F/B STELLA	07/03/2018	07:50	340
10	015	M/V ANIKA GAYLE-1	05/24/2018	15:00	400
11	002	F/V VIPER-75	05/02/2018	10:00	422



END

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**DERARTURE OF VESSEL
(LOCAL)
BERTHING PERMIT.. SET DEPARTURE**



BERTHING PERMIT

Transaction Date: June 27, 2019

Berthing Permit Tag No.: [Blank]

Vessel: [Blank]

GRT: [Blank]

Vessel Type: [Blank]

Operator: [Blank]

Fishing Ground: [Blank]

Actual Arrival Date: 06/27/2019

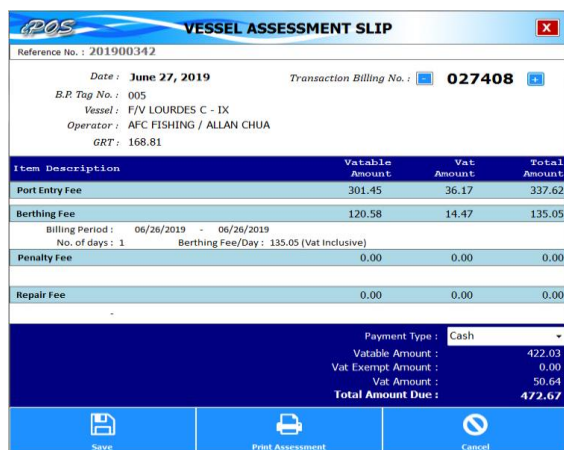
Actual Arrival Time: [Blank]

Berth Location: [Blank]

Items to be Uploaded: [Blank]

No.	Tag No.	Vessel	Actual Date	Actual Time	Berth Fee
1	001	F/V LOURDES C - IX	03/18/2019	18:30	301
2	001	F/V LOURDES C - IX	03/18/2019	18:30	301
3	002	F/V PRINCESS KATHINA_2	03/04/2019	09:00	136
4	013	F/V MARLENE VII	02/04/2019	18:00	144
5	010	F/V EUNA 9	12/20/2018	09:00	120
6	001	F/V ANITA 84	10/10/2018	18:00	144
7	001	F/V ANITA 84	10/10/2018	18:00	144
8	004	F/V MARLENE VII	06/03/2018	14:00	144
9	004	F/V MARLENE VII	06/03/2018	14:00	144
10	015	M/V ANITA GARLE-1	05/24/2018	15:00	400
11	002	F/V VIPER-75	05/05/2018	18:00	422

ENTER CONFORM SLOT



VESSEL ASSESSMENT SLIP

Reference No.: 201900342

Date: June 27, 2019

Transaction Billing No.: 027408

B.P. Tag No.: 005

Vessel: F/V LOURDES C - IX

Operator: AFC FISHING / ALLAN CHUA

GRT: 168.81

Item Description	Vatable Amount	Vat Amount	Total Amount
Port Entry Fee	301.45	36.17	337.62
Berthing Fee	120.58	14.47	135.05
Billing Period: 06/26/2019 - 06/26/2019			
No. of days: 1			
Berthing Fee/Day: 135.05 (Vat Inclusive)			
Penalty Fee	0.00	0.00	0.00
Repair Fee	0.00	0.00	0.00
Payment Type: Cash			
Vatable Amount:	422.03		
Vat Exempt Amount:	0.00		
Vat Amount:	50.64		
Total Amount Due:	472.67		

PRINT OFFICIAL RECEIPT (OR)



END

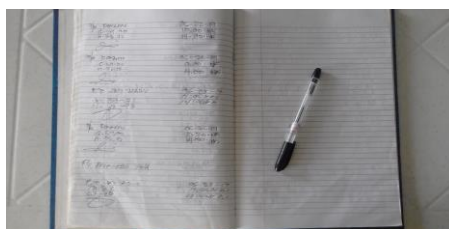
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LOCAL FISHING VESSEL CLEARING (ANCHORAGE)

START



MANUAL ANCHORAGE REGISTRATION



IPOS DATABASE ENTRY CLICK HARBOR ICON



CLICK ANCHORAGE ICON



DATA ENTRY

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PRINT TBF




Item	Quantity	Variable Amount	12% Vat	Total Amount
ANCHORAGE FEE	1	0.00	0.00	0.00
TOTAL AMOUNT DUE				0.00

PRINT OFFICIAL RECEIPT




Item	Quantity	Variable Amount	12% Vat	Total Amount
ANCHORAGE FEE	1	0.00	0.00	0.00
TOTAL AMOUNT RECEIVED				0.00



END

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LOCAL TRANSSHIPMENT

START

CLICK HARBOR ICON



CLICK TRANSSHIPMENT ICON



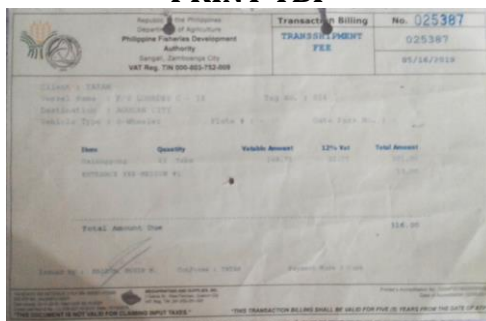
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LOCAL FISH BUYER FOR TRAVEL

START

CLICK HARBOR ICON



CLICK FISH BUYER STUB ICON



DATA ENTRY

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PRINT TBF



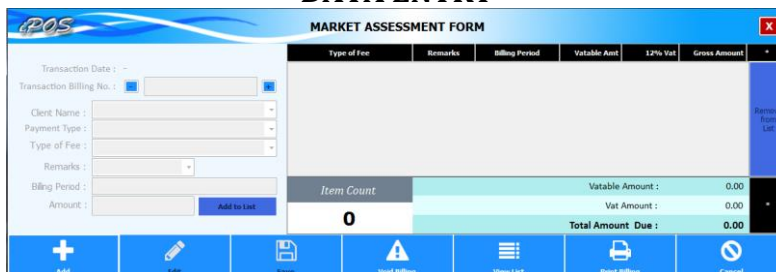
**RETURN TO POS DASHBOARD;
CLICK MARKET ICON**



CLICK OTHER ASSESSMENT ICON



DATA ENTRY



PRINT TBF

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Transaction Billing Form No. 027496
Date: 06/11/2019
Total Amount Due: 216.00



**PRINT OFFICIAL RECEIPT (OR)
BUYER/SELLER FEE & UNLOADING**



Official Receipt Form No. 000753026773
Date: 06/11/2019
Total Amount: 435.00



END

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WHARFAGE FEE

START



CLICK HARBOR ICON



CLICK WHARFAGE ICON

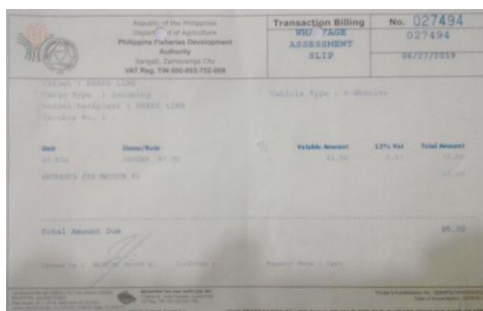


DATA ENTRY



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FISH UNLOADING AND MARKET TRANSACTION REPORT (FUMTR)

START



CLICK MARKET ICON



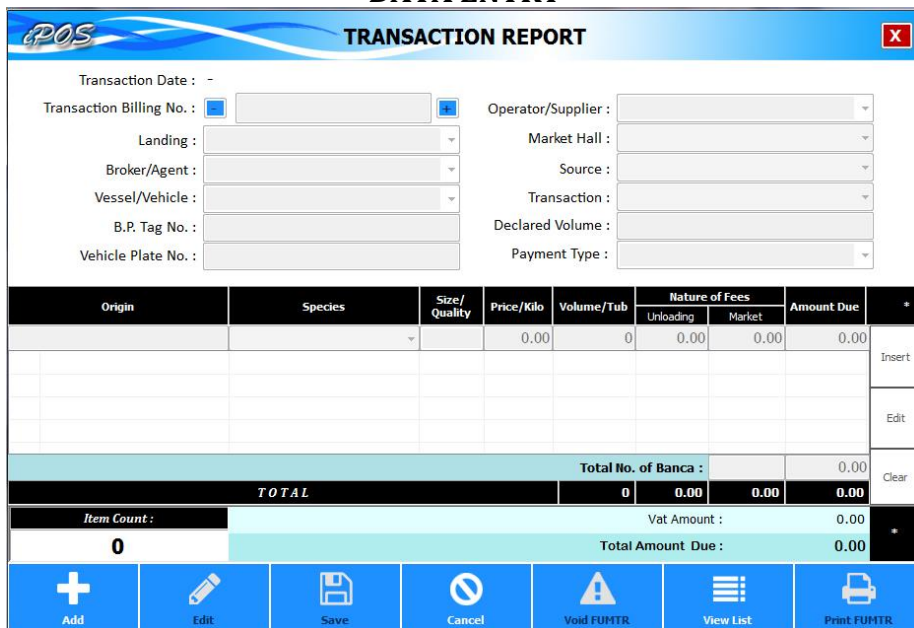
CLICK FUMTR ICON



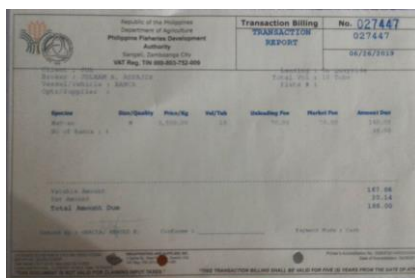
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DATA ENTRY




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END

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OTHER MARKET ASSESSMENTS

START

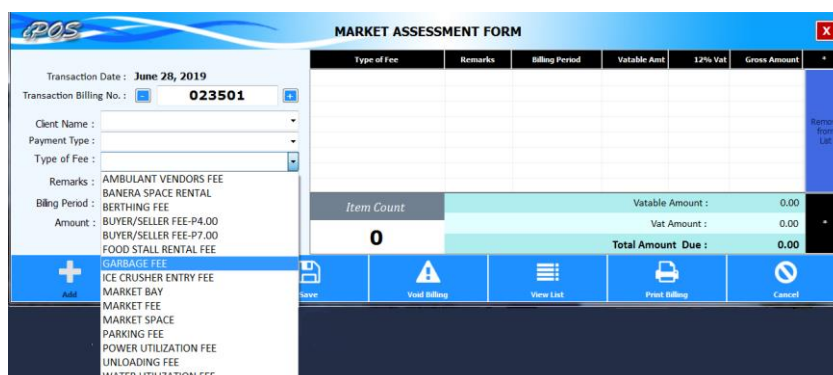
CLICK MARKET ICON



CLICK FUMTR ICON

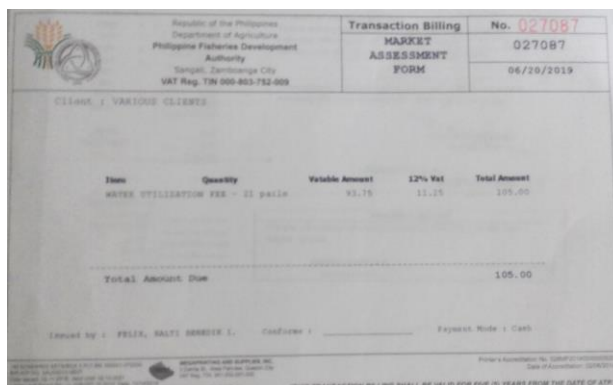


SELECT FEES TO BE CHARGED



PRINT TBF

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OTHER PORT CHARGES

(TICKETS)

VEHICLE ENTRANCE FEE TICKET



HEAVY

MEDIUM

LIGHT

PEDICAB

PARKING TICKETS



₱12.00

₱ 9.00

₱7.00

₱5.00

