



Republic of the Philippines
Department of Transportation and Communications
OFFICE FOR TRANSPORTATION SECURITY

MEMORANDUM - CIRCULAR No 03 Series, 2013

TO : ALL SHIP, PORT AND PORT FACILITY OPERATORS/OWNERS

SUBJECT : GUIDELINES FOR ISSUANCE OF INTERNATIONAL & NATIONAL SHIP SECURITY CERTIFICATES (ISSC/NSSC), STATEMENT OF COMPLIANCE OF PORT FACILITY (SoCPF) & STATEMENT OF COMPLIANCE/SECURITY REGULATED PORT (SoCSR)

DATE : 15 NOVEMBER 2013

Pursuant to E.O. No.277; E.O. No.311; Chapter XI-2 IMO-SOLAS 1974; The IMO-ISPS Code; DOTC Department Order No.2004 (May 28, 2004); The National Security Program for Sea Transport and Maritime Infrastructure (the Programme); and OTS-Transportation Security Regulation (OTS-TSR) No. 011-2007 dated October 1, 2007.

I. RATIONALE

To prescribe an updated implementing guidelines in the approval of the security plan and issuance of the International Ship Security Certificate (ISSC) for international ship, National Ship Security Certificate (NSSC) for coastwise ship, Statement of Compliance of Port Facility (SoCPF) for Port Facility and Statement of Compliance of Security Regulated Port (SoCSR) for Security Regulated Port.

II. SCOPE

- a. Philippine-registered ship engaged in international and/or national (coastwise/domestic) voyage as prescribed by the ISPS Code and the Programme;
- b. Philippine Port facility catering to ships engage in international and or national (coastwise/domestic) voyage; and
- c. Philippine Security Regulated Port

III. DEFINITION OF TERMS

Administration – refers to the Office for Transportation Security (OTS) in the implementation of the ISPS Code, Chapter XI-2, SOLAS of 1974.

Coastwise – is the movement of cargo or domestic trading along, or around the coast. Said movements of cargo are generally carried by small vessels/ships.

Coastwise-ship – is a vessel engaged in the domestic trade and plying along or around the coast.

Company Security Officer – the person designated by the Company to carry out a Ship Security Assessment (SSA); and ensures that a Ship Security Plan (SSP) is developed, submitted for approval, and thereafter implemented and maintained, and for liaison with Port Facility Security Officer (PFSO) and the Ship Security Officer (SSO).

Designated Authority – refers to the Office for Transportation Security (OTS) in the implementation of the National Security Programme for Sea Transport and Maritime Infrastructure.

Verification Audit – is the confirmation of ship, port facility and security regulated port security systems and associated security equipment in compliance with the requirements of the ISPS Code and the PROGRAMME, respectively.

Initial Verification Audit - is a comprehensive undertaking to ensure that the ship's security system and any security equipment required by the maritime security measures and the approved SSP is in satisfactory condition and fit for the service for which the ship is intended.

Intermediate verification audit – is conducted to ensure that the ship's security system and any security equipment required by the maritime security measures and SSP remains in satisfactory condition and is fit for the service for which the ship is intended.

Renewal verification audit – is a comprehensive undertaking to ensure the ship's security system and any security equipment fully complies with the requirements of the maritime security measures and the approved SSP, remains and still in satisfactory condition and is fit for the service for which it is intended.

International Ships Security Certificate (ISSC) – is a certificate issued by OTS to a Philippine-registered ship engage in international voyage stating that it fully complies with the requirements of maritime security measures and the associated security equipment are in satisfactory condition and fit for the service intended.

National Ship Security Certificate (NSSC) – is a certificate issued by OTS to a Philippine-registered ship for coastwise voyage stating that it fully complies with the requirements of maritime security measures and the associated security equipment are in satisfactory condition and fit for the service intended.

OTS – Office for Transportation Security refers to the Designated Authority and Administration in the implementation of ISPS Code and the PROGRAMME.

Philippine-Registered Ship - is a vessel registered under the laws of the Republic of the Philippines.

Port – is a harbor having facilities for ships to moor and or to load or unload any kind of cargoes and or passengers.

Port Facility - is a location where the ship/port interface takes place. This includes harbor, anchorages, waiting berths and approaches from seaward, as maybe appropriate.

Port Facility Security Assessment (PFSA) – is a risk analysis of all aspects of a port facility's operation in order to determine which part(s) of it are more susceptible and/or likely to be subject of attack.

Port Facility Security Plan (PFSP) – is a security plan developed based on the approved risk and vulnerability assessment to ensure the application of measures to protect the port facility and the ship, persons, cargoes and ship stores within the port facility from the risk of security incident, within the 500-meter maritime exclusive zone.

Port Facility Security Officer (PFSO) - is the person duly designated as responsible for the development, implementation, revision and maintenance of the port facility security plan and to liaise with the Ship Security Officer (SSO) and Company Security Officer (CSO).

Port Security Officer (PSO) – a person duly designated by the port authority as responsible for the development, implementation, revision and maintenance of the security regulated port security plan and for liaison with the PFSOs, SSOs and CSOs.

PROGRAMME - refers to the adopted National Security Program for Sea Transport and Maritime Infrastructure (NSPSTMI) of the Republic of the Philippines.

Recognized Security Organization (RSO) – an organization with appropriate qualification or expertise in maritime security with appropriate knowledge of ship and port operations, authorized by OTS to perform certain security-regulated activities.

Security Regulated Port (SRP) – is an area in which two or more port facilities are located, intended for use either wholly or partly in connection with the movement, loading, unloading, maintenance or provisioning of ships and which requires additional security measures for ships and which requires additional security measures for ships engage in coastwise and international voyage.

Security Regulated Port Security Assessment (SRPSA) – is a risk analysis of all aspects of a security regulated port operation in order to determine which part(s) of it are more susceptible and/or likely to be subject of attack.

Security Regulated Port Security Plan (SRPSP) - is a security plan developed to ensure the application of measures to protect the security regulated port and the ships, persons, cargoes and ship stores from the risk of security incident.

Ship Operator – is a person/company who assumes responsibility for the operation of the ship.

Ship Security Assessment (SSA) – an identification of the particular features of the ship, existing security measures, procedures, shipboard operations and the potential threats and vulnerabilities.

Ship Security Officer (SSO) - is the person onboard the ship accountable to the master, designated by the company as responsible for the security of the ship including the implementation and maintenance of the security plan.

Ship Security Plan (SSP) - a plan developed to ensure the application of security measures on board the ship and designed to protect the persons on-board, cargo and ship's stores from the risk of security incident.

Statement of Compliance of a Port Facility (SoCPF) – a document issued by OTS to a port facility with an approved Port Facility Security Plan (PFSP).

Statement of Compliance of a Security Regulated Port (SoCSRP) – a document issued by OTS to a security regulated port with an approved Security Regulated Port Security Plan (SRPSP).

Transportation Security Officer (TSO) – a person who acquired training and skills with competency and certified by the Administration to conduct security certification, audit and/or inspection.

IV. PROCEDURES

A. SHIP SECURITY CERTIFICATE

1. FOR INTERNATIONAL SHIP

- a. The Company Security Officer (CSO) shall submit the Ship Security Assessment (SSA) to the Administration/Authorized Agent for evaluation and approval. In case the ship operator/owner engages/enlists the services of an RSO to prepare the SSA, the enlisted RSO may submit the SSA to the Administration/Authorized Agent. The approved SSA shall be the basis for the preparation of the appropriate SSP. Provided that, if an RSO assists the ship operator/owner in preparing its Ship Security Plan (SSP), that RSO is not authorized as an authorized Agent of the Administration to approve that particular SSP.
- b. After the approval of the SSP by the Administration or Agent, initial verification audit shall be conducted to verify the Security Plan of the ship. If there are noted major non-conformances, the ship shall rectify/comply within 15 days from notice. After compliance, the Administration or Agent shall issue the International Ship Security Certificate (ISSC) in compliance with the requirements of the ISPS Code.
- c. When the renewal verification audit is completed within three (3) months before the expiry date of the existing certificate a new ISSC can be issued and shall be valid from the date of completion of the renewal verification to a date not exceeding five (5) years from the date of the expiry of the certificate.
- d. During the validity of the certificate, at least one (1) intermediate verification audit shall be conducted preferably between the 2nd and the 3rd anniversary date of the certificate. Provided, that an additional verification may be ordered by the Administration during the lifetime of the certificate.

2. FOR NATIONAL/DOMESTIC SHIP (coastwise/domestic voyage)

- a. The Company Security Officer (CSO) or RSO authorized by the Ship owner/operator shall submit the SSA to OTS for approval. The approved SSA shall be the basis for the preparation of the appropriate SSP.

- b. The SSP is submitted for evaluation and approval by OTS in accordance with the prescribed template in the Programme together with the Oath/undertaking by the CSO/authorized representative as attested by the owner/operator, that the security equipments/undertakings are in place. FORM "A" is the oath/undertaking template.

**B. STATEMENT OF COMPLIANCE for PORT FACILITY (SoCPF) and
STATEMENT OF COMPLIANCE for SECURITY REGULATED PORT
(SoCSRP)**

1. FOR PORT FACILITY (PF) and SECURITY REGULATED PORT (SRP)

- a. The Port Security Officer (PSO) or the Port Facility Security Officer (PFSO) shall submit to OTS for evaluation and approval the Security Regulated Port Security Assessment (SRPSA) or Port Facility Security Assessment (PFSA) as the case maybe.
- b. The OTS approved SRPSA or PFSA shall be the basis for the development of the respective Security Plan.
- c. The Port Security Officer (PSO) and Port Facility Security Officer (PFSO) shall submit to OTS the SRPSP or PFSP following the Programme template for evaluation and approval.
- d. Upon approval of the SRPSP & PFSP, the PSO or the PFSO will submit the required undertaking as a procedural requirement prior to the issuance of the corresponding certificate of compliance (SoCPF & SoCSRP) to the requirements of the Programme and the certificate shall be issued and valid for five (5) years. The required Undertaking is hereto attached as FORM's B & C for the Security Regulated Port Officer (SRPO) and Port Facility Security Officer (PFSO) respectively.

V. COMMON PROVISIONS

- 1. If a verification audit is completed within three (3) months before the expiry date of the existing certificate, a new NSSC, SoCSRP or SoCPF is issued and shall be valid from the date of completion of the renewal verification to a date not exceeding five (5) years from the date of the expiry of the certificates. However, when the Administration finds that the existing Security Plan are no longer responsive, it shall not issue a new NSSC, SoCSRP and SoCPF as the case maybe.
- 2. During the validity of the NSSC/SoCSRP and SoCPF, at least one (1) verification audit shall be conducted preferably between the 2nd and the 3rd anniversary date of the certificate. Provided that the Administrator can direct any additional verification audit in the exigency of the service.
- 3. Additional verification audit maybe directed by the Administrator upon any exigency. In case deficiencies are observed during the audit, the concerned regulated port or port facility shall be given thirty (30) days from notice to rectify deficiency. Failure can result in the recall of approval of the security plan and the consequential cancellation of the issued certificate.

VI. INTERIM CERTIFICATION

OTS may issue an interim compliance certification on the Ship (International & National/Domestic respectively), Port Facility and Security Regulated Port for a period of Six (6) months subject to the following conditions:

1. **FOR INTERNATIONAL SHIP** - ship on delivery or prior to its entry or re-entry into service; ship changing flag; when a company assumes the responsibility to operate the ship not previously operated by that Company; ISSC certificate that expired or is expiring provided at least one (1) intermediate audit was conducted during the validity of the certificate.
2. **FOR NATIONAL SHIP (domestic/coastwise voyage)** – Upon an expired NSSC but with pending application for renewal or if the NSSC is expiring and is on travel, provided one (1) verification audit was conducted during the validity of the certificate.
3. **FOR PORT FACILITY** - when another company/person assumes the operation of the port facility; and SoCPF has expired or is expiring provided at least one (1) verification audit was conducted during the validity of the statement of compliance.
4. **FOR SECURITY REGULATED PORT** - when another company or government agency assumes the operation of the security regulated port; and SoCSRPs has expired or is expiring provided at least one (1) verification audit was conducted during the validity of the statement of compliance.
5. **FOR SPECIAL ISSC CERTIFICATION** – an interim ISSC maybe issued to a domestic ship on a special or limited international voyage/engagement with prior MARINA clearance/approval.

VII. AUDIT BY ADMINISTRATION

Audit shall be conducted at intervals specified by the Administrator to ensure the effective, efficient and sustained implementation of all the security measures and or security plans on board ships, regulated ports and port facilities.

A. FOR INTERNATIONAL SHIP

1. **INITIAL VERIFICATION AUDIT** - is a comprehensive undertaking to ensure that the ship's security system and any security equipment required by the maritime security measures and the approved SSP is in satisfactory condition and fit for the service for which the ship is intended.

2. **INTERMEDIATE VERIFICATION AUDIT** - is conducted to ensure that the ship's security system and any security equipment required by the maritime security measures and SSP remains in satisfactory condition and is fit for the service for which the ship is intended.

3. **RENEWAL VERIFICATION AUDIT** - is to ensure the ship's security system and any security equipment fully complies with the requirements of the maritime security measures and the approved SSP, is in satisfactory condition and is fit for the service for which it is intended.

4. ADDITIONAL VERIFICATION AUDIT - Additional or such other un-announced verification audit shall be conducted if the Administrator deems it warranted and necessary to check the effective, efficient and sustained implementation of the ISPS Code.

B. FOR NATIONAL SHIP (Domestic/coastwise voyage), PORT FACILITY, SECURITY REGULATED PORT

1. VERIFICATION AUDIT - Is a complete determination by the OTS of the ship, the port facility or the security regulated port security systems and associated security equipment in compliance with the requirements of the ISPS Code and the PROGRAMME, respectively.

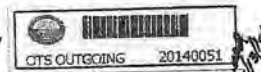
At least one (1) verification audit shall be conducted by the Administration during the lifetime/validity of the Security Certificate or Statement of Compliance as the case maybe.

2. ADDITIONAL VERIFICATION AUDIT - Additional or such other un-announced verification audit shall be conducted if the Administrator deems it warranted and necessary to check the effective, efficient and sustained implementation of the Program.

VIII. EFFECTIVITY

This shall take effect this November 15, 2013, Pasay City, MM. Philippines.


COMMO ROLAND S. RECOMONO AFP (RET.)
 Administrator
 Office for Transportation Security



TEMPLATES:

- FORM "A" – Ship Master's Oath
- FORM "B" – Security Regulated Port Officer's Oath
- FORM "C" – Port Facility Security Officer's Oath
- FORM "D" - Ship Security Assessment
- FORM "E" - Ship Security Plan
- FORM "F" - Port Facility Security Assessment
- FORM "G" - Port Facility Security Plan
- FORM "H" - Security Regulated Port Security Assessment
- FORM "I" - Security Regulated Port Security Plan
- FORM "J" - International Ship Security Certificate
- FORM "K" - Interim International Ship Security Certificate
- FORM "L" – National Ship Security Certificate
- FORM "M" - Interim National Ship Security Certificate.
- FORM "N": - Statement of Compliance of Port Facility
- FORM "O" - Interim Statement of Compliance of a Port Facility
- FORM "P" - Statement of Compliance of a Security Regulated Port
- FORM "Q" – Interim Statement of Compliance of a Security Regulated Port

REPUBLIC OF THE PHILIPPINES)
PASAY CITY) ss.

SHIP MASTER'S OATH

I, _____ of legal age, Filipino, with
official address located at _____,
after having been sworn to in accordance with law, hereby depose & state;

1. That I am the Ship Master of MV _____.
2. That I am applying for the issuance of National Ship Security Certificate for the ship with the following detail;

Name of Ship	:	_____
Distinctive Number	:	_____
Port of Registry	:	_____
Type of Ship	:	_____
Gross Tonnage	:	_____
IMO Number	:	_____
Name/Address of company:	:	_____

3. That I have caused the personal verification and inspection on the security plan and associated security equipments in the subject ship.
4. I hereby declare under oath that the ship's security system and any security equipment required by the maritime security measures directed by the Office for Transportation Security (OTS), the National Maritime Security Programme and the approved Ship Security Plan (SSP) is in satisfactory condition and fit for the service for which the ship is intended.

FURTHER AFFIANT SAYETH NAUGHT

MASTER OF SHIP

ATTESTED BY

SHIP OWNER/OPERATOR

SUBSCRIBED & SWORN to before me this _____ day of _____ 2013

Notary Public

Doc# _____
Page # _____
Book# _____
Series of 2014

REPUBLIC OF THE PHILIPPINES)
PASAY CITY) ss.

SECURITY REGULATED PORT SECURITY
OFFICERS OATH

I, _____ of legal age, Filipino, with
official address located at _____,
after having been sworn to in accordance with law, hereby depose & state;

1. That I am the Security Regulated Port Security Officer of _____
2. That I am applying for the issuance of Statement of Compliance for Security Regulated Port with the following detail;

Name of SRP : _____
 Location of SRP : _____
 Name/Address of company: _____

3. That I have caused the verification and inspection on the security plan and associated security equipments in the subject Security Regulated Port.
4. I hereby declare under oath that the SRP's security system and any security equipment required by the maritime security measures as directed by the Office for Transportation Security (OTS), the National Maritime Security Programme and the approved Regulated Port Security Plan is in satisfactory condition and fit for the service for which the SRP is intended.

FURTHER AFFIANT SAYETH NAUGHT

PORT SECURITY OFFICER

ATTESTED BY

PORT MANAGER

SUBSCRIBED & SWORN to before me this _____ day of _____ 2013

Notary Public

Doc# _____
Page # _____
Book# _____
Series of 2014

REPUBLIC OF THE PHILIPPINES)
PASAY CITY) ss.

PORT FACILITY SECURITY OFFICERS OATH

I, _____ of legal age, Filipino, with
official address located at _____,
after having been sworn to in accordance with law, hereby depose & state;

1. That I am the Port Facility Security Officer of _____.
2. That I am applying for the issuance of Statement of Compliance for the Port Facility with the following detail;

Name of Port Facility : _____
 Location of Port Facility : _____
 Name/Address of company: _____

3. That I have caused the verification and inspection on the Port facility security plan and associated security equipments in the subject Port Facility.
4. I hereby declare under oath that the Port Facility security system and any security equipment required by the maritime security measures as directed by the Office for Transportation Security (OTS), the National Maritime Security Programme and the approved Port Facility Security Plan is in satisfactory condition and fit for the service for which the Port Facility is intended.

FURTHER AFFIANT SAYETH NAUGHT

PORT FACILITY SECURITY OFFICER

ATTESTED BY

PORT MANAGER

SUBSCRIBED & SWORN to before me this _____ day of _____ 2013

Notary Public

Doc# _____
Page # _____
Book# _____
Series of 2014



Republic of the Philippines
Department of Transportation & Communications
OFFICE FOR TRANSPORTATION SECURITY

MARITIME SECURITY BUREAU

Template of a Ship Security Assessment

1. Introduction

- 1.1 Title
- 1.2 Purpose
- 1.3 Scope
- 1.4 Authority
- 1.5 Inclusive Date of Survey
- 1.6 Composition of Survey Team
- 1.7 Ship/Company Personnel Accompanying the Survey
- 1.8 General Information about the ship
 - .1 The ship itself
 - .2 The ship officer's and crew
 - .3 Trade patterns/ports of call
 - .4 Tidal information affecting the ship
- 1.9 Identification of Existing Security Measures, Procedures and Operations
 - .1 Ensuring the performance of all ship security duties;
 - .2 Controlling access to the ship, including use of any identification system;
 - .3 Monitoring restricted areas to ensure that only authorized persons have access;
 - .4 Monitoring of deck areas surrounding the ship;
 - .5 Controlling the embarkation of persons and their effects;
 - .6 Supervising ship's personnel, visitors, vendors, repair technicians, and dock workers
 - .7 Supervising the handling of cargo and the delivery of ship's stores;
 - .8 Ensuring availability of ship security communication, information, and equipment;
 - .9 Securing shipside/waterside areas using private security companies;
 - .10 Responding to emergency situations.

2. Assessment

Criticality Assessment – Contains a statement on the current security situation, and an identification and evaluation of key shipboard assets and operations which are important to protect, such as:

- .1 navigation bridge, machinery spaces, control stations, etc.;
- .2 actual or potential access points to the ship;
- .3 cargo spaces and stowage arrangements;
- .4 locations where the ship's stores and essential maintenance equipment is stored;
- .5 locations where unaccompanied baggage is stored;
- .6 emergency and stand-by equipment available to maintain essential services;
- .7 the ship security communication equipment and systems;
- .8 the ship's security surveillance equipment and systems, if any; and
- .9 ship's personnel, passengers, visitors, vendors, repair technicians and dock workers.

Threat Identification and Evaluation - Identification of possible threats to the key shipboard assets and operations in order to establish and prioritize security measures.

- .1 damage to or destruction of the ship caused by explosive devices, arson, sabotage or vandalism;
- .2 hijacking or seizure of the ship or of persons on board;
- .3 tampering with cargo, essential ship equipment or systems or ship's stores;
- .4 unauthorized access or use, including presence of stowaways;
- .5 smuggling weapons or equipment, including weapons of mass destruction;
- .6 use of the ship to carry those intending to cause a security incident and/or their equipment;
- .7 Use of the ship itself as a weapon or as a means to cause damage or destruction;
- .8 attacks from seaward while at berth or at anchor; and
- .9 attacks while at sea.

Vulnerability Assessment – Identification of weakness, including human factors in the infrastructure, policies and procedures.

- .1 conflicts between safety and security measures;
- .2 conflicts between shipboard duties and security measures;
- .3 Watchkeeping duties, number of ship's personnel, particularly with implications on crew fatigue, alertness and performance;
- .4 any identified security training deficiencies;
- .5 any security equipment and systems, including communications systems;
- .6 gaps in physical security;
- .7 flaws in structural integrity;
- .8 insufficient personnel protection systems;

- .9 lapses in procedural policies; and
- .10 proximity to high risk areas.

Risk Analysis and Evaluation – Determination of the likelihood of a threat to actually happen and evaluation of the consequences or impact of such a threat. Likelihood and consequences ratings shall be used to prioritize risk events and determine security measures.

3. Recommendation

Preventive Countermeasures
Mitigative Countermeasures
Other Countermeasures

4. Monitoring and Review

ANNEX – ON – SCENE SECURITY SURVEY CHECKLIST



Republic of the Philippines
 Department of Transportation & Communications
OFFICE FOR TRANSPORTATION SECURITY

MARITIME SECURITY BUREAU

Template of a Ship Security Plan

- 1. Introduction**
- 2. Definition of Terms**
- 3. Administrative Provision**

Authority (Specific authorization by the Company to the person or company authorized to prepare the SSP)

Approval (Approval by the Company of the prepared SSP and such approving person must affix his signature attesting his approval prior to submission to OTS)
 Security Classification

- 4. Security Organization and Security Responsibilities**
 - 4.1 Company Security Organization and Responsibilities
 - 4.2 Ship Security Organization and Responsibilities
 - 4.2.1 Master Overriding Authority
 - 4.2.2 SSO
 - 4.2.3 Ship's Crew

- 5. Standard Security Measures (Security Level 1)**

Guard/watch system in port/underway

Security of and monitoring restricted areas

Access control (access ladder/door, ships personnel, visitors etc.)

Screening of passengers and their baggage (for passenger ship only)

Monitoring of security of the ship (open deck, passenger area and around the ship)

Handling of cargo

Delivery of Ship's Stores

Handling of Unaccompanied Baggage

6. Additional Security Measures

At Security Level 2

At Security Level 3

7. Contingency Procedures

7.1 Notification Responsibilities

7.2 Handling of different Threat Situations

7.2.1 Procedures for responding to security threats or breaches of security;

7.2.2 Procedures for responding to any security instructions from OTS or designated authority when in a foreign port; and

7.2.3 Procedures for evacuation in case of security threat or breaches of security.

7.3 Reports

8. Differing Security Level

9. Activities not covered by the Code

10. Declaration of Security

11. Plan Review

12. Records and Documentations

13. Training, Drills and Exercise

ANNEX A - Ship Security Assessment

ANNEX B - Contact Details

ANNEX C - Ship's Detail

ANNEX D - Ship Plans and Restricted Areas Diagram

ANNEX E - Threat Incident Reporting



Republic of the Philippines
Department of Transportation & Communications
OFFICE FOR TRANSPORTATION SECURITY

MARITIME SECURITY BUREAU

Template of a Port Facility Security Assessment

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- 1.1 Title
- 1.2 Purpose
- 1.3 Scope
- 1.4 Authority
- 1.5 Inclusive Date of Survey
- 1.6 Composition of Survey Team
- 1.7 Port Facility Personnel Accompanying the Survey
- 1.8 General Information about the port

- .1 General layout of the facility
- .2 History, mission, functions, and importance to national security
- .3 Areas and structures in the vicinity of the facility
- .4 Degree of dependence on essential services (electricity, communications, etc.)
- .5 Standby equipment to assure continuity of essential services
- .6 Number, reliability and function of port personnel
- .7 Location and function of actual and potential access points
- .8 Vehicle traffic

2. Assessment

Criticality Assessment – An identification and evaluation of key port assets, infrastructures and operations which are important to protect, such as:

- .1 Accesses, entrances, approaches, anchorages, maneuvering areas, berthing areas
- .2 Cargo facility, terminals, storage area, cargo handling equipment
- .3 Electrical distribution systems, radio and telecommunication systems and networks
- .4 Aids to navigation systems and equipment, vessel traffic management systems
- .5 Power plants, cargo transfer piping
- .6 Bridges, railways, roads
- .7 Port service vessels/boats, pilot boats, tugs, lighters, etc.
- .8 Waters adjacent to the port facility
- .9 Port personnel, passengers, visitors, vendors, repair technicians and dock workers

Threat Identification and Evaluation - Contains a statement on the current security situation and identification of possible threats to the key port facility assets and operations in order to establish and prioritize security measures

- .1 Destruction of the facility caused by explosive devices, arson, sabotage or vandalism
- .2 Seizure of the facility or of persons within the facility;
- .3 Tampering with cargo, essential equipment or systems;
- .4 Unauthorized access or use, including presence of stowaways;
- .5 Smuggling weapons or equipment, including weapons of mass destruction;

- .6 Use of the facility to transfer those intending to cause a security incident and/or their equipment;
- .7 Use of the facility itself as a weapon or as a means to cause damage or destruction;
- .8 Attacks from seaward; and
- .9 Attacks from land

Identification of Existing Security Measures, procedures and Operations

- .1 Ensuring the performance of all port facility security duties
- .2 Controlling access to the facility, including use of any identification system
- .3 Monitoring restricted areas to ensure that only authorized persons have access
- .4 Monitoring of public areas surrounding the facility
- .5 Cargo Handling
- .6 Ensuring availability of security communication, information and equipment
- .7 Securing waterside areas using private security companies
- .8 Responding to emergency situations
- .9 Linkages with other security organizations including government organizations

Vulnerability Assessment – Identification of weakness, including human factors in the infrastructure, policies and procedures.

- .1 Conflicts between safety and security measures;
- .2 Conflicts between operational duties and security measures;
- .3 Watchkeeping duties, number of personnel, particularly with implications on crew fatigue, alertness and performance;
- .4 Any identified security training deficiencies;
- .5 Any lack in security equipment and systems, including communications systems;
- .6 Gaps in physical security;
- .7 Flaws in structural integrity;
- .8 Insufficient personnel protection systems;
- .9 Lapses in procedural policies;
- .10 Proximity to high risk/urban areas;

- .11 Type of security forces available;
- .12 Response time for security personnel;
- .13 Availability of additional port security forces;
- .14 Local social and political environment;
- .15 Routes of access and egress; and
- .16 Transportation infrastructure.
- .17 Linkages with other security organizations including government organizations

Risk Analysis and Evaluation – Determination of the likelihood of a threat to actually happen and evaluation of the consequences or impact of such a threat. Likelihood and consequences ratings shall be used to prioritize risk events and determine security measures.

3. Recommendation

Preventive Countermeasures – per vulnerability/asset

Mitigative Countermeasures – per vulnerability/asset

Other Countermeasures - per vulnerability/asset

4. Monitoring and Review

ANNEX – Accomplished Security Survey checklist – assets/Information Security measures



Republic of the Philippines
 Department of Transportation & Communications
OFFICE FOR TRANSPORTATION SECURITY

MARITIME SECURITY BUREAU

Template of a Port Facility Security Plan

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2. Definition of Terms
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Authority (Specific authorization by the Company to the person or company authorized to prepare the PFSP)

Approval (Approval by the Company of the prepared PFSP and such approving person must affix his signature attesting his approval prior to submission to OTS)

Document Classification and Protection

4. Security Organization and Security Responsibilities
 - 4.1 Security Organizational Chart
 - 4.2 Security Responsibilities
 - a. Plant Manager/Manager/President
 - b. Port Facility Security Officer
 - c. Security Personnel
 - d. Ships Operator
 - e. Other Port Users

5. Port Facility Security Advisory Committee

Role

Membership (Gov't. security units, stakeholders and port facility service providers, among others)

Administrations

Committee's Response to Security Incidents

6. Standard Security Measures (Security Level 1)

- 6.1 Physical Barrier (fence, gates, etc.)
- 6.2 Guard system (Guards patrol, roving guard, etc.)
- 6.3 Access to the Port Facility
 - 6.3.1 Access control for Staff/Employees;
 - 6.3.2 Access of visitors to the ship including representative of seafarers' welfare and labour organization;
 - 6.3.3 Access control for ship personnel;
 - 6.3.4 Screening of Passenger/s; and
 - 6.3.5 Access control for service providers and visitors;
- 6.4 Restricted areas within the Port Facility
- 6.5 Handling of Cargo and personal baggage
- 6.6 Delivery of Ship's Stores
- 6.7 Handling of unaccompanied baggage
- 6.8 Monitoring the security of the Port Facility including Anchorage and Approaches
 - 6.8.1 Security guard details including foot patrol, vehicle and water borne patrols
 - 6.8.2 Automatic intrusion detection device and surveillance equipment
 - 6.8.3 Lighting Facilities
- 6.9 Other areas

7. Additional Security Measures
(For all activities mentioned in para.6)

- 7.1 At Security Level 2
- 7.2 At Security Level 3

8. Contingency Procedures

- 8.1 Contingency plans for security incidents:
 - a. Bombing/armed attack
 - b. Hostage taking
 - c. Fire
- 8.2 Contingency plans for other security incidents that the port facility may deem necessary
- 8.3 Handling of Threats

- 8.2.1 Procedures for responding to security threats or breaches of security;
- 8.2.2 Procedures for responding to any security instructions from OTS;
- 8.2.3 Procedures for evacuation in case of security threats or breaches of security; and,
- 8.2.4 Procedures for responding in case the ship security alert system of the ship at the port facility has been activated.

9 Records

- 9.1 Provision for retention of records of security incidents and threats, revision, audits, training, drills and exercises as evidence of compliance with those requirements; and
- 9.2 Procedure to maintain and update, records of dangerous goods and hazardous substance and their location within the facility.

10. Training, Drills and Exercise

- 11. Reporting procedures (including procedures for reporting security related incidents to the proper authority)
- 12. Provision for Plan Review (Para 15.4 Part A of the ISPS Code)
- 13. Security procedures in the conduct of Differing Security Levels (Para 16.55 Par B of the ISPS Code)
- 14. Security procedures in the conduct of activities not covered by the code (Para 16.56 Par B of the ISPS Code)
- 15. Procedures in the conduct of Declaration of Security (Para 5 Part B of the ISPS Code)

ANNEXES

- A - CONTACT DETAILS
- B - CONTINGENCY PLANS
- C - PORT FACILITY LAYOUT AND RESTRICTED AREA DIAGRAMS
- D - INCIDENT REPORTING
- E - DOS Format



Republic of the Philippines
Department of Transportation & Communications
OFFICE FOR TRANSPORTATION SECURITY

MARITIME SECURITY BUREAU

Template of Security Regulated Port Security Assessment

1. Introduction

- 1.1. Title
- 1.2. Purpose
- 1.3. Scope
- 1.4. Authority
- 1.5. Inclusive Date of Survey
- 1.6. Composition of Survey Team
- 1.7. Port Facility Personnel Accompanying the Survey
- 1.8. General Information about the port
 - .1 General layout of the port
 - .2 History, mission, functions, and importance to national security
 - .3 Areas and structures in the vicinity of the port
 - .4 Degree of dependence on essential services (electricity, communications, etc)
 - .5 Standby equipment to assure the continuity of essential services
 - .6 Number, reliability and function of port personnel
 - .7 Location and function of actual and potential access points
 - .8 Vehicle Traffic

2. Assessment

Criticality Assessment- an identification and evaluation of key port assets, infrastructures and operations which are important to protect, such as:

- .1 Accesses, entrances, approaches, anchorages, maneuvering areas, berthing areas
- .2 Cargo facility, terminals, storage areas, cargo handling equipment
- .3 Electrical distribution system, radio and telecommunication systems and network
- .4 Aids to navigation systems and equipment, vessel traffic management system
- .5 Power plants, cargo transfer piping
- .6 Bridges, railways, roads
- .7 Ports service vessels/roads, pilot boats, tugs, lighters, etc.
- .8 Water adjacent to the port
- .9 Port personnel, passengers, visitors, vendors, repair technicians, and dock workers

Threat Identification and Evaluation- Contains a statement on the current security situation and identification of possible threat to the key port assets and operations in order to establish and prioritize security measures.

- .1 Destruction of the facility caused by explosive devices, arson, sabotage, or vandalism
- .2 Seizure of the facility or of the person within the port;
- .3 Tampering the cargo, essential equipment or systems;
- .4 Unauthorized access or use, including presence of stowaways;
- .5 Smuggling weapons or equipments, including weapons of mass destruction;
- .6 Use of the facility to transfer those intending to cause a security incident and/or their equipment;
- .7 Use of the port itself as a weapon or as mean of cause or damage destruction;
- .8 Attacks from seaward and;
- .9 Attacks from land

Identification of Existing Security Measures, Procedures and Operations

- .1 Ensuring the performance of all port security duties
- .2 Controlling access to the facility, including used of identification system
- .3 Monitoring restricted areas to ensure that only authorized persons have access
- .4 Monitoring of public access surrounding the port
- .5 Cargo handling
- .6 Ensuring availability of security communication, information and equipment
- .7 Securing waterside areas using private security companies
- .8 Responding to emergency situations
- .9 Linkage with other security organizations including government organizations

Vulnerability Assessment- Identification of weakness, including human factors in the infrastructure, policies and procedures.

- .1 Conflicts between safety and security measures;
- .2 Conflicts between operational duties and security measures;
- .3 Watch keeping duties, number of personnel, particularly with implication on crew fatigue, alertness and performance;
- .4 Any identified security deficiencies;
- .5 Any lack in security equipment and systems, including communication systems;
- .6 Gaps in physical security;
- .7 Flaws in structural integrity;
- .8 Insufficient personnel protection systems;

- .9 Lapses in procedural policies;
- .10 Proximity to high risk/urban areas;
- .11 Type of security forces available;
- .12 Response time for security personnel;
- .13 Availability of additional port security forces;
- .14 Local social and political environment;
- .15 Routes of access and egress and;
- .16 Transport infrastructure
- .17 Linkage with other security organizations including government organizations

Risk Analysis and Evaluation- determination of the likelihood of a threat to actually happen and evaluation of the consequences or impact of such threat. Likelihood and consequences ratings shall be used to prioritize risk events and determine security measures.

3. Recommendation

Preventive Countermeasures- per vulnerability/asset
Mitigative Countermeasures- per vulnerability/asset
Other Countermeasures- per vulnerability/asset

4. Monitoring Review

ANNEX- Accomplished Security Survey checklist- assets/Information Security measures



Republic of the Philippines
Department of Transportation & Communications
OFFICE FOR TRANSPORTATION SECURITY

MARITIME SECURITY BUREAU

Template of a Security Regulated Port Security Plan

1. Administrative Details
 - 1.1 Authority
 - 1.1.1. General
 - 1.2 Policy
 - 1.3 Amendments
 - 1.4 Document protection and Classification
 - 1.4. 1 Physical Document Protection Standard
 - 1.4. 2 Electronic Document Protection Standard
 - 1.4. 3 Records
2. Scope
 - 2.1 Port Authority
 - 2.1. 1 Security Regulated Port
 - 2.1. 2 [Name Facility Operator]
 - 2.1. 3 Port Facility Contact Details
 - 2.2 Port Facility Operators
 - 2.3 Ships
 - 2.3. 1 Ship Security
3. Consultation, Communication and Coordination
 - 3.1. Port-wide Communication and Consultation
 - 3.1.1 Port Facility Security Officer (PFSO)
 - 3.1.2 Port Safety and Security Committee
 - 3.2. [Name Facility Operator] Employees and Contractors
 - 3.2.1 Port Employees
 - 3.2.2 Contractors
 - 3.3. Notification of a Change in Maritime Security Level and Security Directions

- 3.3.1 Notification of Security Directions
 - 3.4. Declaration of Security
- 4. Operation of the Plan
 - 4.1. Review and Audit
 - 4.1.1. General
 - 4.1.2. Maritime Security Incident
 - 4.1.3. Audit Schedule
 - 4.1.4. Security Audit Procedures
 - 4.1.1.1. Team
 - 4.1.1.2. Responsibilities
 - 4.1.1.3. Process
 - 4.1.5. Independent Auditors for Independent Audits
 - 4.2. Drills and Exercise
 - 4.2.1. Types of Exercises
 - 4.2.2. Objective of Exercises
 - 4.2.3. Conduct of Exercises
 - 4.2.4. Reporting
 - 4.2.5. Exercise Program
 - 4.3. Responsibilities
 - 4.4. Knowledge and Training
- 5. Port Facilities- Security Measures and Procedures
 - 5.1 Scope
 - 5.2 Level Alerts
 - 5.2.1 ISPS Code levels
 - 5.3 Port Facility Security Assessment
 - 5.4 Security Procedures Manual
 - 5.5 Security Direction
 - 5.5.1 Security Directions
 - 5.5.1.1. Confidentiality Requirement
 - 5.6 Security Measures and Procedures
 - 5.6.1 Responsible

- 5.6.2 Summary
- 5.7 Land-side Restricted Zone
 - 5.7.1 General
 - 5.7.2 Purpose
 - 5.7.3 Procedures
 - 5.7.3.1. Boundary
 - 5.7.3.2. Surveillance
 - 5.7.3.3. Response
 - 5.7.3.4. Reporting
- 5.8 International Passenger Ships
- 5.9 Access Control- Physical Standards
 - 5.9.1. General
 - 5.9.2. Signage
 - 5.9.3. Security Barriers (Fence and gate) Standards
 - 5.9.4. Security Fence Clearance Standards
 - 5.9.5. Waterside Access Control
- 5.10 Access Control- Persons and Vehicles
 - 5.10.1. Pedestrian and Vehicle Access Gates
 - 5.10.2. Persons and Vehicles
 - 5.10.3. Special Category of Persons
- 5.11 Access Control System
 - 5.11.1. General
 - 5.11.2. Mechanical Key System
 - 5.11.3. Electronic Access System
- 5.12 Lightning
- 5.13 Screening of Ship's Crew and Visitors
- 5.14 Cargo and Stores
 - 5.14.1. General
 - 5.14.2. Export Cargo
 - 5.14.3. Import Cargo
 - 5.14.4. Stores- Cargo Vessels

- 5.15 Local Ship Emergency Alert
 - 5.15.1. Ship Emergency Alert System
 - 5.15.2. Response to Alert
 - 5.15.2.1. General
 - 5.15.2.2. Port Facility Security Officer
 - 5.15.2.3. Reporting
- 5.16 Security Threats and Maritime Security Incidents
 - 5.16.1. General
 - 5.16.2. Responsibilities
 - 5.16.3. Classification of Threats
 - 5.16.4. Procedures
 - 5.16.5. Maritime Security Incidents
 - 5.16.5.1. Response
 - 5.16.5.2. Reporting
- 5.17 Reporting Occurrences
 - 5.17.1. Unlawful Interference to Maritime Transport
 - 5.17.2. Reporting
- 5.18 Evaluation
- 5.19 Security Measures Tables
- 5.20 Port Facility (Map)
 - 5.20.1. [Name]

Appendix A: Definition and Abbreviations

- A.1 Glossary
- A.2 Definition

Appendix B: Contact Details

- B.1 Port Authority Details
 - B.1.1 Port of XXX
- B.2 Chief Executive Officer
- B.3 Port Officer
 - B.3.1 [name]

B.4 Port Facility Security Officer

Appendix C: Declaration of Security

Appendix D: Threat and Incident Report



**OFFICE FOR TRANSPORTATION SECURITY
DEPARTMENT OF TRANSPORTATION & COMMUNICATION
REPUBLIC OF THE PHILIPPINES**

INTERNATIONAL SHIP SECURITY CERTIFICATE

Certificate Number INSSC 001-2013

Issued under the provisions of the INTERNATIONAL CODE FOR THE SECURITY OF SHIPS AND PORT FACILITIES (ISPS CODE) OF THE INTERNATIONAL MARITIME ORGANIZATION under the authority of the Philippines as a contracting State;

Name of ship	:	_____
Distinctive number or letters	:	_____
Port of Registry	:	_____
Type of ship	:	_____
Gross tonnage	:	_____
IMO Number	:	_____
Name and address of Company	:	_____

THIS IS TO CERTIFY THAT the requirements under section A/19.4.2 of the ISPS Code for Ship have been complied pursuant to section 19.4 of the ISPS Code. The Ship Security Plan (SSP) is likewise complied pursuant to TSR No. 011-2007 dated October 11, 2007.

Issued this _____ day of _____ 2013 at _____ valid until _____.

**COMMO ROLAND S RECOMONO
ADMINISTRATOR**



**OFFICE FOR TRANSPORTATION SECURITY
DEPARTMENT OF TRANSPORTATION & COMMUNICATION
REPUBLIC OF THE PHILIPPINES**

**INTERIM
INTERNATIONAL SHIP SECURITY CERTIFICATE**

Certificate Number INSSC 001-2013

Issued under the provisions of the INTERNATIONAL CODE FOR THE SECURITY OF SHIPS AND PORT FACILITIES (ISPS CODE) OF THE INTERNATIONAL MARITIME ORGANIZATION under the authority of the Philippines as a contracting State;

Name of ship	:	_____
Distinctive number or letters	:	_____
Port of Registry	:	_____
Type of ship	:	_____
Gross tonnage	:	_____
IMO Number	:	_____
Name and address of Company	:	_____

THIS IS TO CERTIFY THAT the requirements under section A/19.4.2 of the ISPS Code for Ship have been complied pursuant to section 19.4 of the ISPS Code. The Ship Security Plan (SSP) is likewise complied pursuant to TSR No. 011-2007 dated October 11, 2007.

Issued this _____ day of _____ 2013 at _____ valid until _____.

**COMMO ROLAND S RECOMONO
ADMINISTRATOR**

NATIONAL SHIP SECURITY CERTIFICATE



Republic of the Philippines
Department of Transportation and Communications
OFFICE FOR TRANSPORTATION SECURITY

OTS - NSSC: _____

NATIONAL SECURITY PROGRAMME FOR SEA TRANSPORT AND MARITIME INFRASTRUCTURE

Name of Ship :
Distinctive Number or Letters :
Port of Registry :
Type of Ship :
Gross Tonnage :
Official/IMO Number :
Name and address of company :
Unique Company Identification No. :

THIS IS TO CERTIFY:

1. that the system and any associated security equipment of the ship has been verified in accordance with section 7 of Book II of the National Security Programme for Sea Transport and Maritime Infrastructure.
2. That the verification showed that the security system and any associated security equipment of the ship is in all respects satisfactory and that the ship complies with the applicable requirements of National Security Programme for Sea Transport and Maritime Infrastructure.
3. That the ship is provided with an approved Ship Security Assessment and Ship Security Plan.

Date of verification on which this Certificate is based on _____.

This Certificate is valid until _____ subject to verification in accordance with section 7.3.5 Item A of Book II of the National Security Programme for Sea Transport and Maritime Infrastructure.

Issued at _____.

Date of Issue: _____

COMMO ROLAND S RECOMONO (RET)
Administrator

FORM "L"

THIS IS TO CERTIFY that an intermediate verification required by section 19.1.1 of part A of the ISPS Code the ship was found to comply with the relevant provisions of chapter XI-2 of the Convention and part A of the ISPS Code.

Verification

Signed:

Place:

Date:

Additional verification

Signed:

Place:

Date:

Additional verification

Signed:

Place:

Date:

Additional verification

Signed:

Place:

Date:



**OFFICE FOR TRANSPORTATION SECURITY
DEPARTMENT OF TRANSPORTATION & COMMUNICATION
REPUBLIC OF THE PHILIPPINES**

**INTERIM
NATIONAL SHIP SECURITY CERTIFICATE**

Certificate Number INSSC 001-2013

Issued under the provisions of the NATIONAL SECURITY PROGRAMME FOR SEA TRANSPORT AND MARITIME INFRASTRUCTURE (NSPSTMI) of the Philippines;

Name of ship	:	_____
Distinctive number or letters	:	_____
Port of Registry	:	_____
Type of ship	:	_____
Gross tonnage	:	_____
IMO Number	:	_____
Name and address of Company	:	_____

This is to certify the requirements of section 7.4 of the National Security Programme for Sea Transport and Maritime Infrastructure (NSPSTMI) for ship security plan (SSP) have been complied with pursuant to TSR No. 011-2007 dated October 11, 2007.

Issued this _____ day of _____ 2013 at _____ valid until _____.

**COMMO ROLAND S RECOMONO
ADMINISTRATOR**

STATEMENT OF COMPLIANCE OF A PORT FACILITY



OFFICE FOR TRANSPORTATION SECURITY

Department of Transportation and Communications
Republic of the Philippines

OTS-SCPF No: _____

Issued under the provisions of part B of the
INTERNATIONAL CODE FOR THE SECURITY OF SHIPS AND PORT FACILITIES
(ISPS CODE)

The Government of the
Republic of the Philippines

Name of port facility : _____

Address of the port facility : _____

THIS IS TO CERTIFY that the compliance of this port facility with the provisions of Chapter XI-2 and part A of the International Code for the Security of Ships and of Port Facilities (ISPS Code) has been verified and that this port facility operates in accordance with the approved port facility security plan. This plan has been approved for _____.

This Statement of Compliance of a Port Facility is valid effective _____ until _____ subject to verifications as indicated.

Issued at Pasay City, Philippines.

Date of Issue: _____.

COMMO ROLAND S RECOMONO (Ret)
Administrator

INTERIM STATEMENT OF COMPLIANCE OF A PORT FACILITY



OFFICE FOR TRANSPORTATION SECURITY

Department of Transportation and Communications
Republic of the Philippines

OTS-INTERIM SCPF No: _____

Issued under the provisions of part B of the
INTERNATIONAL CODE FOR THE SECURITY OF SHIPS AND PORT FACILITIES
(ISPS CODE)

The Government of the
Republic of the Philippines

Name of port facility :

Address of the port facility :

THIS IS TO CERTIFY that the requirements under section B/16.3 of the International Ship and Port Facility (ISPS) Code have been complied and that this port facility operates in accordance with the port facility security plan. The PFSP is likewise compliant pursuant to TSR No. 011-2007 dated 11 October 2007.

This Interim Statement of Compliance of Port Facility is valid effective _____ until _____ subject to verifications as indicated.

Issued at Pasay City, Philippines.

Date of Issue: _____

COMMO ROLAND S RECOMONO (Ret)
Administrator



**OFFICE FOR TRANSPORTATION SECURITY
DEPARTMENT OF TRANSPORTATION & COMMUNICATION
REPUBLIC OF THE PHILIPPINES**

STATEMENT OF COMPLIANCE OF A SECURITY REGULATED PORT

OTS-SCSRP No: _____

Issued under the provisions of the

**NATIONAL SECURITY PROGRAMME FOR SEA TRANSPORT
AND MARITIME INFRASTRUCTURE**

Name of security regulated port :

Address of the
Security regulated port :

THIS IS TO CERTIFY that the compliance of this Security Regulated Port with the provisions of National Security Program for Sea Transport and Maritime Infrastructure has been verified and that this security regulates port operates in accordance with the approved security regulated port plan. This plan has been approved for _____.

This statement of Compliance of Security Regulated Port is valid effective _____ until _____ subject to verifications as indicated.

Issued at Pasay City, Philippines.

Date of Issue: _____

COMMO. ROLAND S. RECOMONO (RET.)
Administrator

**INTERIM STATEMENT OF COMPLIANCE OF
SECURITY REGULATED PORT**



OFFICE FOR TRANSPORTATION SECURITY

Department of Transportation and Communications
Republic of the Philippines

OTS-INTERIM SoCSR No: _____

Issued under the provisions of
**NATIONAL SECURITY PROGRAMME FOR SEA TRANSPORT
AND MARITIME INFRASTRUCTURE**

The Government of the
Republic of the Philippines

Name of port facility :

Address of the port facility :

THIS IS TO CERTIFY that the requirements under National Security Programme for Sea Transport & Maritime Infrastructure have been complied and that this port facility operates in accordance with the port facility security plan. The PFSP is likewise compliant pursuant to TSR No. 011-2007 dated 11 October 2007.

This Interim Statement of Compliance of Security Regulated Port is valid effective _____ until _____ subject to verifications as indicated.

Issued at Pasay City, Philippines.

Date of Issue: _____

COMMO ROLAND S RECOMONO (Ret)
Administrator