



HOLIDAY OCEANVIEW - MARINA
Arrival and Departure Guidelines for Local and Foreign Vessels

GUIDELINES MEMORANDUM NO.:

HOV. - MARINA – 2026 - 001

DATE: MARCH 01, 2026

SUBJECT: Arrival and Departure Guidelines for Local and Foreign Vessels

I. PURPOSE

This Guidelines is issued to formally establish the required procedures, documentation, and compliance requirements for all yacht owners, masters, captains, agents, and operators intending to arrive at or depart from Holiday Oceanview Marina.

These guidelines are issued in accordance with applicable laws, rules, regulations, and issuances of the Government of the Republic of the Philippines.

II. COVERAGE

This Guidelines applies to all foreign-registered and Philippine-registered yachts entering or departing Holiday Oceanview Marina.

All covered vessels shall coordinate, as required, with the following government agencies:

- Bureau of Customs (BOC)
- Bureau of Immigration (BI)
- Bureau of Quarantine (BOQ)
- Philippine Coast Guard (PCG)

III. POLICY GUIDELINES

A. INWARD CLEARANCE PROCEDURE (ARRIVING YACHTS)

1. Notice of Arrival (NOA)

All incoming yachts shall submit a duly accomplished Notice of Arrival (NOA) prior to arrival via email to the following:

- Bureau of Immigration – bidavaosos@gmail.com
- Bureau of Quarantine – boq.bay.davao@gmail.com
- Bureau of Customs – bocdavaopid@customs.gov.ph / davao@customs.gov.ph

A hard copy of the NOA shall be presented to the Bureau of Customs upon arrival.

Processing Fee: ₱130.00 (subject to government revision).

2. Submission of Documents to Marina Administration

The Master/Captain or duly authorized agent shall submit the following documents to the Holiday Oceanview Marina Office prior to or immediately upon arrival:

- Yacht Registration / Certificate of Registry
- Passports of all crew and passengers
- Crew List
- Last Port of Clearance

Documents shall be transmitted via email to:

 holidaygroup.oceanviewmarina@gmail.com

3. Authorized Arrival Schedule

Arrival shall be permitted strictly from Monday to Friday, between 8:00 AM and 5:00 PM, excluding declared holidays.

Arrival beyond regular office hours shall require prior written coordination and approval from the concerned authorities.

4. Letter of Intent to Stay

The Master/Captain shall submit a formal letter of Intent to Stay indicating:

- Purpose of stay
- Intended duration
- Request for extended stay (e.g., repairs or maintenance), shall require prior coordination and approval from the appropriate government agencies.

5. Disembarkation and Boarding Restrictions

No crew or passengers shall disembark, and no visitor shall board the vessel, until inspection and clearance have been duly completed by the Bureau of Quarantine and the Bureau of Customs.

6. Immigration Processing

After Quarantine and Customs clearance, the Master/Captain shall appear before the Bureau of Immigration for entry processing and passport stamping.

7. Authorized Length of Stay

The maximum Authorized stay without extension shall be one (1) month, unless otherwise approved by the Bureau of Customs and Bureau of Immigration.

B. OUTWARD CLEARANCE PROCEDURE (DEPARTING YACHTS)

1. Letter Request for Outgoing Clearance

A formal Letter Request for Outgoing Clearance shall be prepared and submitted prior departure.

2. Required Departure Documents

The following documents shall be submitted:

- Letter Request for Clearance
- Photocopy of Yacht Registration / Certificate of Registry
- Arrival Clearance (Last Port Clearance)
- Updated Crew List
- Crew Effects Declaration
- Ship's Store Declaration

3. Government Clearances

Prior to departure, the vessel shall secure:

- Outgoing Pratique / Quarantine Clearance from the Bureau of Quarantine.
- Outgoing Port clearance from the Bureau of Immigration
- Final Customs Clearance from the Bureau of Customs

4. Overstay Beyond One (1) Month

Vessels remaining beyond one (1) month shall submit:

- Letter of Appeal stating valid grounds
- Permit to Board
- Notarized Affidavit

Approval shall be subject to evaluation and determination by the concerned authorities.

5. Fuel Bunkering Requirement

Foreign-registered yachts shall secure a Bunkering Permit from the Bureau of Customs prior to fuel transfer.

Philippine-registered yachts shall secure a Bunkering Permit from the Philippine Coast Guard prior to fuel transfer.

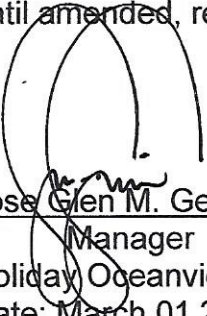
No bunkering activity shall proceed without the requisite permit.

IV. GENERAL PROVISIONS

1. Compliance with all applicable laws, regulations and government issuances is mandatory.
2. Non-compliance may result in penalties, administrative sanctions, or denial of clearance by the competent authority.
3. Holiday Oceanview Marina acts solely in a facilitative and administrative capacity and does not exercise regulatory authority over government-mandated procedures.

V. EFFECTIVITY

This Memorandum shall take effect immediately upon approval and shall remain in force until amended, revoked, or superseded by subsequent issuance.



Jose Glen M. Germino
Manager
Holiday Oceanview Marina
Date: March 01, 2026