

****Clearing IN/OUT Surigao City, Philippines.**

Requirements:

- *Complete papers of sailboat/yacht..*
- *Photos of yacht..*
- *Crew list..*
- *Passports..*
- *Boat stamp..*
- *Port Clearance from the last port of call..*

Note: City Tourism Office Staff will assist you; please message Mitchells Lipio thru WhatsApp +639090466331 of your date and time of arrival in Surigao City. Email is tourism@surigaocity.gov.ph

STEPS TO FOLLOW:

1. Send NOTICE OF ARRIVAL. Attach the requirements, Send 3 days advance or earlier to the following offices or face fines by Immigration – P 7,000.00 and PPA – P10,000.00

a. Surigao Immigration Field Office ACO:
MR. CEZAR ARNEL A. VALDEZ
E-mail: bisurigaocity@gmail.com
surigao.fo@immigration.gov.ph/bi.bss.noa@gmail.com
ird.bss.noa@immigration.gov.ph

Bay Service Section for Advance Shipping Notices
Email: ird.bss.noa@immigration.gov.ph

Direct Line(s): (086) 8827 - 0104
Facsimile Number: (086) 8310 - 0800
Address: 2nd Floor, Gaisano capital Surigao, kilometer 4 Brgy. Luna, Surigao City

b. Bureau of Customs: MR. JONAH HERBERT P. DOLLANO
E-mail: ellosesj@customs.gov.ph
boc_surigao@customs.gov.ph

Tel. No: (086) 826-8678
Address: Km. 3, The Tyler Building, National Highway Road, Surigao City, 8400 Surigao del Norte

c. Bureau of Quarantine: DR. LOGENCITO P. ORAN
E-mail: boqcdostation@yahoo.com
Mobile No. 0917-3307689 / 0927-7813207

d. PPA-Surigao: MR. FROILAN CATURLA
Email: pmosurigao@ppa.com.ph / portservicessurigao@gmail.com
Landline: +63 86 8271664
Mobile: +63 9177033156 / 09309404729
FB Page: PPA Port Services Surigao
FB Messenger: PPA Psd Surigao

e. Philippine Coastguard:
P03 PAQUITO A. ESARZA II PCG
E-mail: esarzapaquito984@gmail.com
Mobile No. +639172280611

f. City Tourism and Cultural Affairs Office:
MS. MITCHELLS LIPIO
E-mail: tourism@surigaocity.gov.ph
Mobile No. +639090466331

g. Harbor Master:
CAPT. PRIMITIVO T. NOVO JR.
E-mail: primitivo.novo@gmail.com
Mobile No.: 09177033156

For your convenience, in your email send to these addresses:

bisurigaocity@gmail.com surigao.fo@immigration.gov.ph
ird.bss.noa@immigration.gov.ph
boc_surigao@customs.gov.ph
primitivo.novo@gmail.com
esarzapaquito984@gmail.com
tourism@surigaocity.gov.ph

2. PORT AUTHORITY Call in VHF Channel 16 "Port Authority Surigao or PPA Surigao" for courtesy, say your intention to anchor and clear in. Their office is in Google Pin 9.781663,125.500330

3. AFTER ANCHORING (CIQS or Customs Immigration Quarantine Security Procedure)

1. Bureau of Quarantine (please coordinate with Mitchells)

2. Bureau of Immigration Field Office, 2nd floor Gaisano Capital Capitol Mall, Km. 3, National Highway, Surigao City.
Landline phone +63868270104 Open Monday to Friday only from 8:30am to 5:00pm. Please wear pants and shoes to enter the office.
Location Google Pin 9.763867, 125.483891

2. Bureau of Customs
Location Google Pin 9.768320,125.483049

Take the "multicab" back to the anchorage area.

3. Submission of Entrance Documents

- Yacht Owner or Representative shall submit the following Entrance Documents:
 - Bureau of Quarantine Medical Clearance / Health Declaration Certificate from the Bureau of Quarantine – Department of Health (applicable only if Port of Surigao is the Yacht's first port entry in the Philippines)

- Vessel Certificate of Registration / Vessel Declaration
- Port Clearance from last port of call
- Passenger Manifest / Crew List

4. Filing up of Vessel's Logbook

- a. Yacht Owner or Representative shall fill up the Vessel's Logbook with:
 - i. Name of the Vessel
 - ii. Voyage Number
 - iii. Actual Date and Time of Arrival
 - iv. GRT, LOA, Draft
 - v. Last / Next Port of Call
 - vi. Number of Passengers
 - vii. Signature

5. Checking of Documents

- a. The Harbor Operations Officer (HOO) / Designated Personnel (DP) checks the completeness of the submitted documents.

6. Passenger Manifest / Crew List will be stamped "Entered" if documents are complete.

7. Filing of Documents

- a. HOO/DP will file duly accomplished entrance documents for easy retrieval during clearance.

4. Call the Philippine Coast Guard (PCG) at VHF 16 to notify them of your arrival and departure, and that you have cleared in or cleared out. The PCG may, on occasion, inspect your vessel after you have cleared-in the country.

-----END OF TRANSACTION -----

Note: Anchorage Areas

A. Surigao Boulevard Anchorage

Location Google Pin 9.785556°, 125.501111°

Dingy docking area I love Surigao boulevard

Location Google Pin 9.788259°, 125.499230°

B. Barangay Ipil Anchorage

Location Google Pin 9.795709°, 125.439243°

Dingy docking area Ipil I. Cortes

Location Google Pin 9.795148°, 125.439879°

C. Mariners Boatyard– Lipata

Location Google Pin 9.804473°, 125.459122°

Dinghy docking at Boatyard

Note: Docking/Berthing Port

A. Port of Surigao (Verano Port)-Government Port

Location Google Pin 9.780057°, 125.498655°

Note that dues are P40.00/day for yachts between 6-100GRT

To dock at Port of Surigao, please contact E-mail: primitive.novo@gmail.com

+639177033156

Welcome to Surigao City and the Philippines! **

DEPARTURE CLEARANCE

In case yacht anchored at Port of Surigao (Verano Port)-Government Port

Location Google Pin 9.780057°, 125.498655°

Note that dues are P40.00/day for yachts between 6-100GRT

To dock at Port of Surigao, please contact E-mail: primitive.novo@gmail.com

+639177033156

Flowchart & Description

- 1. Get PPA Dockage Report from PPA Harbor Section and fill out the said form**
 - Yacht Owner or Representative shall fill out PPA Dockage Report and submit it to the Harbor Section window at the Port Integrated Clearance Office (PICO).
- 2. Proceed to PPA Cashier for payment of Dockage Fee**
 - Yachts / Pleasure Crafts from **6 GT up to 100 GT** calling at government ports shall be liable to pay a Dockage Fee (Usage Fee) at PHP 40.00 per calendar day or fraction thereof.
 - Pleasure crafts of more than **100 GT** shall be charged at PHP 0.40 per GT per calendar day or fraction thereof.
 - Yachts / Pleasure Crafts with a Gross Tonnage of less than 6 GT are exempt from paying the Dockage Fee (Usage Fee).
- 3. Presentation of Proof of Payment by Yacht Owner or Representative**
 - Yacht Owner or Representative shall present proof of payment, i.e., Official Receipt.
 - Yachts / Pleasure Crafts with a Gross Tonnage of less than 6 GT are exempt from paying the Dockage Fee (Usage Fee). The Dockage Report will be stamped "EXEMPT."
- 4. Yacht Owner or Representative shall get a Lifting Order from PPA and/or other Government Agencies**
- 5. Hold Departure Order Check**
 - The Harbor Operations Officer (HOO) / Designated Personnel (DP) shall check if there is a Hold Departure Order against the vessel issued by PPA and/or other Government Agencies.
- 6. Submission of Departure Clearance Documents**
 - If there is no Hold Departure Order, the Yacht Owner or Representative shall submit the following clearance documents:
 - Master's Oath of Safe Departure from the Philippine Coast Guard (PCG)
 - Passenger Manifest / Crew List
 - PPA Official Receipt (if applicable)
- 7. Issuance of Departure Clearance through stamping on the Passenger Manifest**
 - "Port Clearance Granted per EO 493. Port Charges Paid and No Hold Order Received from other Government Agencies."