



**BAGONG PILIPINAS**



AUG 04 2025

**PPA ADMINISTRATIVE ORDER**  
**NO. 005 - 2025**

**TO :** All Port Managers  
Terminal Operators  
Port Terminal Management Operators  
Cargo Handling Operators  
Shipping Line Companies  
Importers/Exporters  
Consignees  
Port Users  
Others Concerned

**SUBJECT :** The 2025 Revised Rules on the Commencement of the Free Storage Period and Assessment of Storage Charges for Containerized Cargoes and Empty Containers in all Government Ports under the Jurisdiction of PPA

Pursuant to Section 6(a)(iii) of Presidential Decree No. 857, as amended, and other pertinent laws and regulations, and by virtue of PPA Board Resolution No. 3379, the following guidelines are hereby adopted:

**1. OBJECTIVES**

- 1.1 To ensure data accuracy by capturing and recording real-time activities in handling, transfer, storage, and delivery of containerized cargoes and empty containers. This includes generating detailed, transparent, and traceable reports, such as operational summaries, transaction logs, and audit reports, in a form, substance, and frequency acceptable to the Authority.
- 1.2 To optimize the utilization of port areas, ensuring their efficient use to accommodate increased cargo volumes and streamline operations.
- 1.3 To enhance control mechanisms by implementing digital systems that accurately monitor cargo movements and reduce manual errors.

- 1.4 To facilitate the real-time computation of port charges, enhancing transparency and improving the ease of doing business for stakeholders.
- 1.5 To improve port operations by reducing traffic congestion in port areas, ensuring the smooth flow of goods, and enhancing operational efficiency.

## 2. SCOPE

This Administrative Order applies to all containerized cargoes and empty containers, both foreign (import/export) and domestic (inbound/outbound), handled at all PPA government ports.

## 3. DEFINITION TERMS

For purposes of this Order, the following terms shall be construed to mean as indicated:

- 3.1 **Calendar Day** – refers to any day of the year, including Saturday, Sundays, and public holidays. It is a period that **starts at 0000H** (Midnight) and **ends at 2359H** of the **same day** to be applied for the assessment of the Storage Charges.
- 3.2 **Container** – means any structure so designed to hold and keep articles, materials and products together inside a hold in the form of boxes, tanks, or the like, for singular or unit handling and transport, generally having any internal volume of capacity of not less than one (1) cubic meter.<sup>1</sup> The Container shall also mean laden or empty.
- 3.3 **Containerized Cargoes** – refer to cargoes packed in containers for easy handling or transporting of same as a unit.
- 3.4 **Day** – refers to a 24-hour period to be applied for assessment of the Free Storage Period.
- 3.5 **Domestic Cargoes** – refer to cargoes brought to a pier, wharf, or bulkhead to and from a port within the Philippines waters.
- 3.6 **Export Cargoes** – refer to cargoes brought to a pier, wharf or bulkhead intended for transshipment to a foreign port.
- 3.7 **Free Storage Period** – means the period allowed for any container to be stored in the port premises, cargo sheds and warehouses of the government without the payment of storage charges.
- 3.8 **Foreign Transshipment Cargoes** – refer to cargoes arriving at the port from a foreign port and destined for transshipment to another foreign port.

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<sup>1</sup> PPA Memorandum Circular No. 03-1995

- 3.9 **Import Cargoes** – refer to cargoes coming from a foreign country brought to a pier, wharf or bulkhead by a vessel coming from a foreign port.
- 3.10 **Inbound Domestic Cargoes** – refer to cargoes brought to a port and for unloading to a destination local port.
- 3.11 **Internet-based Port Operations and Receipting for Terminals System (iPORTS)** – is an internet-based system that allows a complete and secure online transaction on vessel arrival and berthing documentations, manifest, and payment of port charges through a payment gateway, bank to bank or cash modes.
- 3.12 **Outbound Domestic Cargoes** – refer to cargoes brought to a port for loading to a vessel destined to another local port.
- 3.13 **Shut-out Cargoes** – refer to cargoes brought to the port premises, cargo shed and warehouses of the government, wharf or bulkhead for export or domestic shipment which are not loaded on the intended carrying vessel provided that such carrying vessel has actually docked.
- 3.14 **Storage Charge** – refers to the fee imposed on containers stored within port premises of the government exceeding the applicable *free storage period*.
- 3.15 **Transit Cargo** – refers to cargo arriving at any port from another port or place noted on the carrier's manifest and destined for transshipment to another local port or to a foreign port.
- 3.16 **Application Program Interface (API)** – It is a set of rules and protocols that allows different software applications to communicate with each other. It defines the methods and data formats that applications can use to request and exchange information.
- 3.17 **Terminal Operating System (TOS)** – It is a specialized software designed to manage the various operations of a transport terminal, such as a seaport, airport, or rail yard. It helps in coordinating and optimizing the traffic movement within the terminal (airplane, ship, road, or rail), as well as the movement, storage, and tracking of cargo or passengers.
- 3.18 **Interface** – In the context of software design, an interface refers to a defined boundary, bridge or point of interaction between different software components, systems, or devices. It specifies how these entities communicate with each other, including the methods, data formats, and protocols used.
- 3.19 **Interoperability** – Also in the context of software design, interoperability refers to the ability of different software systems, applications, or components to communicate, exchange data, and work together effectively. This capability ensures that systems can operate in

conjunction with each other, even if they were developed by different vendors or at different times.

#### **4. FREE STORAGE PERIOD FOR CONTAINERIZED CARGOES AND EMPTY CONTAINERS**

The **Free Storage Period** for **Containerized Cargoes and Empty Containers** are as follows:

4.1 Import	5 days equivalent to 120 hours
4.2 Export	4 days equivalent to 96 hours
4.3 Foreign Transshipment	15 days equivalent to 360 hours
4.4 Inbound Domestic	2 days equivalent to 48 hours
4.5 Outbound Domestic	2 days equivalent to 48 hours
4.6 Shut-out Domestic	2 days equivalent to 48 hours

#### **5. COMMENCEMENT OF FREE STORAGE PERIOD AND ASSESSMENT OF STORAGE CHARGES FOR CONTAINERIZED CARGOES AND EMPTY CONTAINERS**

The commencement of the Free Storage Period and assessment of Storage Charges are hereby defined, such that:

##### **5.1 Import Containerized Cargoes/Empty Containers**

- 5.1.1 **Free Storage Period** shall commence on the **actual day and time** the import container is discharge from the vessel.
- 5.1.2 **Start for the assessment of Storage Charge** for import container shall *commence after the expiration of the 120 hours Free Storage Period*
- 5.1.3 **Storage Charge** shall accrue per calendar day after the expiration of Free Storage Period, to be computed until the actual day and time of exit from the gate or from the designated port, provided that a fraction of a day shall be considered as one (1) day.

##### **5.2 Export Containerized Cargoes/Empty Containers**

- 5.2.1 **Free Storage Period** shall commence on the actual day and time the export container enters (gate-in) the port for export.
- 5.2.2 **Start for the assessment of Storage Charge** for export container shall *commence after the expiration of the 96 hours Free Storage Period*.

- 5.2.3 **Storage Charge** shall accrue per calendar day after the expiration of Free Storage Period, to be computed until the actual day and time of loading onto the carrying vessel, provided that a fraction of a day shall be considered as one (1) day.

**5.3 Foreign Transshipment Containerized Cargoes/Empty Containers**

- 5.3.1 **Free Storage Period** shall commence on the actual day and time the foreign transshipment container is discharged from the vessel.
- 5.3.2 **Start for the assessment of Storage Charge** for foreign transshipped container shall *commence after the expiration of the 360 hours Free Storage Period.*
- 5.3.3 **Storage Charge** shall accrue per calendar day after the expiration of Free Storage Period, to be computed until the actual day and time of loading onto the carrying vessel, provided that a fraction of a day shall be considered as one (1) day.

**5.4 Inbound Domestic Containerized Cargoes/Empty Containers**

- 5.4.1 **Free Storage Period** shall commence on the actual day and time the inbound domestic container is discharged from the vessel.
- 5.4.2 **Start for the assessment of Storage Charge** for inbound domestic container shall *commence after the expiration of the 48 hours Free Storage Period.*
- 5.4.3 **Storage Charge** shall accrue per calendar day after the expiration of Free Storage Period, to be computed until the actual day and time of exit from the gate, provided that a fraction of a day shall be considered as one (1) day.

**5.5 Outbound Domestic Containerized Cargoes/Empty Containers**

- 5.5.1 **Free Storage Period** shall commence on the actual day and time the outbound domestic container enters (gate-in) the port for loading.
- 5.5.2 **Start for the assessment of Storage Charge** for outbound domestic container shall *commence after the expiration of the 48 hours Free Storage Period.*
- 5.5.3 **Storage Charge** shall accrue per calendar day after the expiration of Free Storage Period, to be computed until the actual day and time of loading onto the carrying vessel, provided that a fraction of a day shall be considered as one (1) day.

## **5.6 "Shut out" Domestic Containerized Cargoes/Empty Containers**

- 5.6.1 **Free Storage Period** shall commence on the actual day and time the outbound domestic containerized cargoes/empty containers enter (gate-in) the port.
- 5.6.2 **Start time for the assessment of Storage Charge** for "shut out" domestic container shall *commence after the expiration of the 48 hours Free Storage Period.*
- 5.6.3 **Storage Charge** shall accrue per calendar day after the Free Storage Period, to be computed until the actual date and time of loading onto the designated vessel, provided that any delay is not attributable to the Port Terminal Management Operators (PTMOs) / Cargo Handling Operators (CHOs) / Terminal Operators (TOs).
  - (a) **PROVIDED** *that fraction of a day shall be considered as one (1) day.*
  - (b) **PROVIDED** *that if the cargo is not loaded as scheduled, the resulting fee shall be paid for by whoever is at fault.*
  - (c) **PROVIDED** *further that if an outbound domestic containerized cargo has been shut out, the applicable Free Storage Period shall not be cumulative.*

Sample scenarios illustrating the commencement of FSP and the assessment of storage charges are provided in **Annex "A."**

## **6. SYSTEM INTERFACE OR INTEROPERABILITY**

- 6.1 PPA's IPORTS system shall be interfaced or made interoperable with the terminal operating system (TOS) software of the respective TOs/CHOs/PTMOs for real-time monitoring and storage charge assessments via application program interfaces (APIs).
- 6.2 TOs/CHOs/PTMOs without a computerized system are required to develop and implement their own system within two (2) years from the effectivity of this Administrative Order (AO). While TOs/CHOs/PTMOs are in the process of developing their systems, data shall be manually encoded into IPORTS by PPA on the next working day after discharge or entry at the port, upon receipt of the tally sheet from the TO. This manual encoding process shall continue until connection and a functional API with the applicable TOs/CHOs become available. The ICTD shall develop the necessary systems and procedures to serve as reference and guidance for all relevant offices.
- 6.3 The Information & Communication Technology Department (ICTD) together with the TOs/CHOs/PTMOs and its respective Port Management Offices

(PMOs), shall draft the API specification that will be crucial on how such interface will behave between different software systems. Such specifications will also include the parameters, methods, and behavior of all relevant software systems, as well as the required data necessary for the proper computation of storage charges.

6.4 Other software systems of PPA and TO/CHO/PTMO that are identified to be relevant for the proper computation of storage charges may be included in the API specification as well, subject for the approval of all parties.

6.5 The TOs/PTMOs/CHOs, with the oversight of the respective PMOs, shall implement digitalization measures to ensure a seamless interface or interoperability of its respective TOS software to IPORTS.

## **7. APPLICATION AND MONITORING**

7.1 The TOs, PTMOs, and CHOs that handle domestic and foreign containerized/empty containers shall provide monthly report of inventory of containers per cargo classification, remaining at the port for the proper disposition of overstaying and/or abandoned cargoes in accordance with Article II, PPA AO 01-2006. A copy of the monthly inventory report of foreign containers shall also be provided to the Bureau of Customs (BOC) for containers that are overstaying and due for abandonment, in accordance with Section 1129 of the Republic Act (RA) No. 10863 or the Customs Modernization and Tariff Act (CMTA).

7.2 The PMO shall ensure real-time monitoring of domestic/foreign containerized cargo movements, and the accuracy of storage charges computation as basis for the proper collection of government revenue, if any.

7.3 For ports/terminals where storage charge is payable to PPA; the iPorts will be utilized in the real-time monitoring of container movement and assessment of storage charges.

## **8. SEPARABILITY CLAUSE**

If for any reason any provision or part hereof is held invalid or unconstitutional, the remainder of this Order or the provision not otherwise affected shall remain valid and subsisting.

## **9. REPEALING CLAUSE**

All prior policies, rules, and regulations issued by the Philippine Ports Authority (PPA), or any parts thereof, that are inconsistent or in conflict with the provisions of this Administrative Order are hereby deemed amended, modified, or repealed, as necessary. This includes, but is not limited to, Item 2.2, Section G of PPA Memorandum Circular No. 03-1995 and PDO Manila Memorandum No. 01-2008.

These revisions are implemented to ensure full alignment with the updated policies, promote consistency across all directives, and enhance clarity for seamless and effective execution.

#### **10. EFFECTIVITY CLAUSE**

This Order shall take effect 15 days after its publication in one (1) newspaper of general circulation and a copy filed with the University of the Philippines Law Center.

**JAY DANIEL R. SANTIAGO**  
General Manager

Published in the **Daily Tribune - August 6, 2025**  
Effectivity Date - **August 21, 2025**



## Annex "A"

### SAMPLE SCENARIOS

#### The 2025 Revised Rules on the Commencement of Free Storage Period and Assessment of Storage Charges for Containerized Cargoes and Empty Containers in all Government Ports under the Jurisdiction of PPA

##### I. Import Containerized Cargoes/Empty Containers

###### Rules:

- a. **Free Storage Period** shall commence on the **actual day and time** the import container is discharged from the vessel.
- b. **Start for the assessment of Storage Charge** for import container shall *commence after the expiration of the 120 hours Free Storage Period*
- c. **Storage Charge** shall accrue per calendar day after the expiration of Free Storage Period, to be computed until the actual day and time of exit from the gate or from the designated port, provided that a fraction of a day shall be considered as one (1) day.

###### Sample Scenario:

Actual Container Cargo Discharge in Date and Time	-	3/10/2025	1300H
Free Storage Period (FSP)	-	120 hours	
Gate-out date and time	-	3/26/2025	0630H

###### Commencement of FSP and Assessment of Regular Storage Charges based on the policy:

Start of FSP	-	3/10/2025	1300H
Start of Regular Storage	-	3/15/2025	1301H
<i>No OLRs Penalty Scenario</i>			

###### Illustration:

FSP – 120 hours	3/10/2025 1300H to 3/15/2025 1300H
Storage Day 1	3/15/2025 1301H to 3/15/2025 2359H
Storage Day 2	3/16/2025 0000H to 3/16/2025 2359H
Storage Day 3	3/17/2025 0000H to 3/17/2025 2359H
Storage Day 4	3/18/2025 0000H to 3/18/2025 2359H
Storage Day 5	3/19/2025 0000H to 3/19/2025 2359H
Storage Day 6	3/20/2025 0000H to 3/20/2025 2359H
Storage Day 7	3/21/2025 0000H to 3/21/2025 2359H
Storage Day 8	3/22/2025 0000H to 3/22/2025 2359H
Storage Day 9	3/23/2025 0000H to 3/23/2025 2359H
Storage Day 10	3/24/2025 0000H to 3/24/2025 2359H
Storage Day 11	3/25/2025 0000H to 3/25/2025 2359H
Storage Day 12	3/26/2025 0000H to 3/26/2025 0630H

Commencement of FSP and Assessment of Storage Charges with Penalty (pursuant to PPA Memorandum Circular No. 12-2014) based on the policy:

Start of FSP	-	3/10/2025	1300H
Start of Regular Storage	-	3/15/2025	1301H
OLRS Date	-	3/15/2025	
Start of Storage Penalty	-	3/25/2025	0000H

Illustration:

FSP – 120 hours	3/10/2025 1300H to 3/15/2025 1300H
Storage Day 1	3/15/2025 1301H to 3/15/2025 2359H
Storage Day 2	3/16/2025 0000H to 3/16/2025 2359H
Storage Day 3	3/17/2025 0000H to 3/17/2025 2359H
Storage Day 4	3/18/2025 0000H to 3/18/2025 2359H
Storage Day 5	3/19/2025 0000H to 3/19/2025 2359H
Storage Day 6	3/20/2025 0000H to 3/20/2025 2359H
Storage Day 7	3/21/2025 0000H to 3/21/2025 2359H
Storage Day 8	3/22/2025 0000H to 3/22/2025 2359H
Storage Day 9	3/23/2025 0000H to 3/23/2025 2359H
Storage Day 10	3/24/2025 0000H to 3/24/2025 2359H
Storage Day 11 - Penalty	3/25/2025 0000H to 3/25/2025 2359H
Storage Day 12 - Penalty	3/26/2025 0000H to 3/26/2025 0630H

## II. Export Containerized Cargoes/Empty Containers

- a. **Free Storage Period** shall commence on the actual day and time the export container enters (gate-in) the port for export.
- b. **Start for the assessment of Storage Charge** for export container shall *commence after the expiration of the 96 hours Free Storage Period.*
- c. **Storage Charge** shall accrue per calendar day after the expiration of Free Storage Period, to be computed until the actual day and time of loading onto the carrying vessel, provided that a fraction of a day shall be considered as one (1) day.

Sample Scenario:

Container Cargo Received in the Port in Date and Time	-	3/10/2025	1300H
FSP	-	96 hours	
Actual Container Cargo Loading onto Carrying Vessel in Date and Time	-	3/26/2025	1300H

Commencement of FSP and Assessment of Storage Charges based on the policy:

Start of FSP	-	3/10/2025	1300H
Start of Storage	-	3/14/2025	1301H

Illustration:

FSP – 96 hours	3/10/2025 1300H to 3/14/2025 1300H
Storage Day 1	3/14/2025 1301H to 3/14/2025 2359H
Storage Day 2	3/15/2025 0000H to 3/15/2025 2359H
Storage Day 3	3/16/2025 0000H to 3/16/2025 2359H
Storage Day 4	3/17/2025 0000H to 3/17/2025 2359H
Storage Day 5	3/18/2025 0000H to 3/18/2025 2359H
Storage Day 6	3/19/2025 0000H to 3/19/2025 2359H
Storage Day 7	3/20/2025 0000H to 3/20/2025 2359H
Storage Day 8	3/21/2025 0000H to 3/21/2025 2359H
Storage Day 9	3/22/2025 0000H to 3/22/2025 2359H
Storage Day 10	3/23/2025 0000H to 3/23/2025 2359H
Storage Day 11	3/24/2025 0000H to 3/24/2025 2359H
Storage Day 12	3/25/2025 0000H to 3/25/2025 2359H
Storage Day 13	3/26/2025 0000H to 3/26/2025 1300H

**III. Foreign Transshipment Containerized Cargoes/Empty Containers**

- a. **Free Storage Period** shall commence on the actual day and time the foreign transshipment container is discharged from the vessel.
- b. **Start for the assessment of Storage Charge** for foreign transshipped container shall *commence after the expiration of the 360 hours Free Storage Period.*
- c. **Storage Charge** shall accrue per calendar day after the expiration of Free Storage Period, to be computed until the actual day and time of loading onto the carrying vessel, provided that a fraction of a day shall be considered as one (1) day.

Sample Scenario:

Actual Container Cargo Discharge in Date and Time	-	3/10/2025	1300H
FSP	-	360 hours	
Actual Container Cargo Loading onto Carrying Vessel in Date and Time	-	3/29/2025	1300H

Commencement of FSP and Assessment of Storage Charges based on the policy:

Start of FSP	-	3/10/2025	1300H
Start of Storage	-	3/25/2025	1301H

Illustration:

FSP – 360 hours	3/10/2025 1300H to 3/25/2025 1300H
Storage Day 1	3/25/2025 1301H to 3/25/2025 2359H
Storage Day 2	3/26/2025 0000H to 3/26/2025 2359H
Storage Day 3	3/27/2025 0000H to 3/27/2025 2359H
Storage Day 4	3/28/2025 0000H to 3/28/2025 2359H
Storage Day 5	3/29/2025 0000H to 3/29/2025 1300H

#### IV. Inbound Domestic Containerized Cargoes/Empty Containers

- a. **Free Storage Period** shall commence on the actual day and time the inbound domestic container is discharged from the vessel.
- b. **Start for the assessment of Storage Charge** for inbound domestic container shall *commence after the expiration of the 48 hours Free Storage Period*.
- c. **Storage Charge** shall accrue per calendar day after the expiration of Free Storage Period, to be computed until the actual day and time of exit from the gate, provided that a fraction of a day shall be considered as one (1) day.

Sample scenario:

Actual Container Cargo Discharge in Date and Time	-	3/10/2025	1300H
FSP	-	48 hours	
Gate-out Date and Time	-	3/16/2025	0630H

Commencement of FSP and Assessment of Storage Charges based on the policy:

Start of FSP	-	3/10/2025	1300H
Start of Storage	-	3/12/2025	1301H

Illustration:

FSP – 48 hours	3/10/2025 1300H to 3/12/2025 1300H
Storage Day 1	3/12/2025 1301H to 3/12/2025 2359H
Storage Day 2	3/13/2025 0000H to 3/13/2025 2359H
Storage Day 3	3/14/2025 0000H to 3/14/2025 2359H
Storage Day 4	3/15/2025 0000H to 3/15/2025 2359H
Storage Day 5	3/16/2025 0000H to 3/16/2025 0630H

#### V. Outbound Domestic Containerized Cargoes/Empty Containers

- a. **Free Storage Period** shall commence on the actual day and time the outbound domestic container enters (gate-in) the port for loading.
- b. **Start for the assessment of Storage Charge** for outbound domestic container shall *commence after the expiration of the 48 hours Free Storage Period*.
- c. **Storage Charge** shall accrue per calendar day after the expiration of Free Storage Period, to be computed until the actual day and time of loading onto the carrying vessel, provided that a fraction of a day shall be considered as one (1) day.

Sample Scenario:

Container Cargo Received in the Port in Date and Time	-	3/10/2025	1300H
FSP	-	48 hours	
Actual Container Cargo Loading onto Carrying Vessel in Date and Time	-	3/16/2025	1300H

Commencement of FSP and Assessment of Storage Charges based on the policy:

Start of FSP	-	3/10/2025	1300H
Start of Storage	-	3/12/2025	1301H

Illustration:

FSP – 48 hours	3/10/2025 1300H to 3/12/2025 1300H
Storage Day 1	3/12/2025 1301H to 3/12/2025 2359H
Storage Day 2	3/13/2025 0000H to 3/13/2025 2359H
Storage Day 3	3/14/2025 0000H to 3/14/2025 2359H
Storage Day 4	3/15/2025 0000H to 3/15/2025 2359H
Storage Day 5	3/16/2025 0000H to 3/16/2025 1300H

**VI. “Shut out” Domestic Containerized Cargoes/Empty Containers**

- a. **Free Storage Period** shall commence on the actual day and time the outbound domestic containerized cargoes/empty containers enter (gate-in) the port.
- b. **Start time for the assessment of Storage Charge** for “shut out” domestic container shall *commence after the expiration of the 48 hours Free Storage Period.*
- c. **Storage Charge** shall accrue per calendar day after the Free Storage Period, to be computed until the actual date and time of loading onto the designated vessel, provided that any delay is not attributable to the Port Terminal Management Operators (PTMOs) / Cargo Handling Operators (CHOs) / Terminal Operators (TOs).
  - (a) **PROVIDED** that fraction of a day shall be considered as one (1) day.
  - (b) **PROVIDED** that if the cargo is not loaded as scheduled, the resulting fee shall be paid for by whoever is at fault.
  - (c) **PROVIDED** further that if an outbound domestic containerized cargo has been shut out, the applicable Free Storage Period shall not be cumulative.

Sample Scenario:

Container Cargo Received in the Port in Date and Time	- 3/10/2025 1300H
FSP	- 48 hours
Not Loaded on Nominated Vessel A (Shut out)	
Actual Container Cargo Loading onto Designated Vessel B in Date and Time	- 3/16/2025 1300H

Commencement of FSP and Assessment of Storage Charges based on the policy:

Start of FSP	- 3/10/2025 1300H
Start of Storage	- 3/12/2025 1301H

Illustration:

FSP – 48 hours	3/10/2025 1300H to 3/12/2025 1300H
Storage Day 1	3/12/2025 1301H to 3/12/2025 2359H
Storage Day 2	3/13/2025 0000H to 3/13/2025 2359H
Storage Day 3	3/14/2025 0000H to 3/14/2025 2359H
Storage Day 4	3/15/2025 0000H to 3/15/2025 2359H
Storage Day 5	3/16/2025 0000H to 3/16/2025 1300H