MEMORANDUM CIRCULAR NO.65

TO : ALL OWNERS/OPERATORS OF INTER-ISLAND LINER VESSELS AND ALL CONCERNED

SUBJECT : MINIMUM SERVICE STANDARDS FOR PHILIPPINE REGISTERED INTER-ISLAND PASSENGER VESSELS.

Pursuant to Resolution No. 91-032 of the MARINA Board authorizing the adoption of Service Standards for First, Second and Third Class accommodations, the following guidelines in implementations thereof are hereby promulgated:

I. APPLICABILITY

All Owners/operators of interisland passenger service who are holders of Certificate of Public Convenience (CPC)/Provisional Authority (PA)/Special Permit (SR) are required to observe the minimum service standards for 1st, 2nd and 3rd class accommodations.

II. EXEMPTIONS

Only owners/operators of motorized boats 20 GRT or below are exempt from this requirement.

III. DEFINITION OF TERMS:

Category 1 Ships – When travel time is more than four (4) hours.

Category 2 Ships – When travel time is four (4) hours and less.

IV. SERVICE STANDARDS

<table>
<thead>
<tr>
<th>Areas of Concern</th>
<th>Category 1</th>
<th>Category 2</th>
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<tbody>
<tr>
<td>Passenger Accommodation</td>
<td>LYING</td>
<td>WITH SEATS</td>
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</table>

1. FIRST CLASS

1.1 Type of Accommodation

1.1.1 Deck Sheathing

1.1.2 Minimum Requirements

1.1.1.1 Non-skid materials
For berth/seating
Dimension/arrangement

Size of berth/seat  6’ x 2’  1.5'(w)x1'(d) X 1 1/3’(h)

Berth/seat arrangement  Single or two-tier  Shall not exceed 6 seats in a row

Passageway  2’width  1 ¼’ between Rows and 3’ Passageway at aisles

1.2 Number of passenger  Maximum of eight(8) passengers/ cabin  Determined by the no. of permanently fixed seats

1.3 Toilet and Bath

1.3.1 No. of T & B  1 T & B/cabin  Separate for men & women

1.3.2 Location of T & B  Inside the cabin  same deck level of accommodation to be served

1.3.3 Amenities  Running water, shower, toilet-ries (soap and toilet paper)  Running water covered trash can

1.4 Supplies

1.4.1 Furnitures/fixtures
Ash/waste bin  To be provided  To be provided
Waste basket  To be provided  To be provided
Public address System (PAS)  To be provided  To be provided
Table & Chair  To be provided
Closet   To be provided
Mirror   To be provided
Thermos bottle To be provided
Baggage rack To be provided
Ladder for Upper Deck/Berth To be provided

1.4.2 Beddings/blankets/Curtain:

    Curtains for Porthole To be provided
    Curtains for berths To be provided
    Beddings and Linen Blankets 3 inches over the bunk size

1.5 Ventilation Airconditioned Airconditioned

2. SECOND CLASS
2.1 Type of accommodation Dormitory Fiberglass seat

2.1.1 Deck sheathing Vinyl or similar Non-skid materials
    materials

2.1.2 Minimum req. For berth/seating dimension/arrangement

    Size of berth/seat  6’ x 2’  1.5’(w)x1’(d)
    X 1 1/3’(h)

    Berth/seat arrangement Single or two-tier shall not exceed 6 seats in a row

    Passageway  2’ width  1 ¼’ between rows and 3’ passageway at aisles
2.2 No. of Passengers
   Determined by the number of properly constructed fixed single or two tier berths

2.3 Toilet and Bath
   2.3.1 No. of Toilet And Bath
       1 T & B per 50 pax (separate for men & women)
       Separate for men & women
   2.3.2 Location of T & B
       Same deck level of accommodation to be served
       Same deck of accommodation to be served

2.4 Supplies
   2.4.1 Furnitures/Fixtures
       Waste Bin
       PA System
       To be provided
       To be provided
   2.4.2 Beddings/ Curtains for Porthole Beddings & Linen
       To be provided
       Blanks 3 inches
       Over the bunk size

2.5 Ventilation
   Air-conditioned
   Air-conditioned

2. Third Class
   3.1 Type of accommodation
       Dormitory or open space accommodation
       Seats made of materials other than upholstery/ fiberglass
   3.1.1 Deck Sheathing
       Non-skid materials
   3.1.2 Berth/seating dimension/
### Berth/Seat Arrangement

<table>
<thead>
<tr>
<th>Arrangement</th>
<th>Size of Berth/Seat</th>
<th>Seat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single or two-tier</td>
<td>6’ x 2’</td>
<td>x 1 1/3’ (h)</td>
</tr>
</tbody>
</table>

- Berth/seat Arrangement shall not exceed 6 seats in a row.

For open decks, Berths within 6’ from the ship’s Railing shall be in single tier with ample passageways of at least 2’ wide. Two-tier berths may be used in open decks provided same are installed permanently but not nearer than eight (8) feet from the railing with ample gangway of at least 2’ wide.

- **Passageway** 2’ width 1 ¼’ between Rows and 3’ Passageways At aisles

### No. of Passengers

3.2 No. of Passengers: Determined by the number of properly constructed fixed berths

Determined by the number of permanently fixed seats

### Toilet & Bath

3.3 Toilet & Bath

- **No. of Toilet & Bath** 1 T & B per 50 pax (separate for men & women)

Separate for men & women
3.3.2 Location of T & B
   Same deck level of accommodation to be served
   same deck level of accommodation to be served

3.3.3 Amenities
   Running water
   running water

3.4 Supplies

3.4.1 PA System
   To be provided
   To be provided

3.4.2 Waste Basket
   To be provided
   To be provided

3.5 Ventilation
   Forced draught ventilation for enclosed spaces
   Force draught ventilation for enclosed space

Meals

Passenger tariff includes subsistence except when in quarantine an except in some cases wherein the MARINA has authorized passenger rates without meals (subsistence). Meals shall be served on board vessels between 0600 and 2000 hours, specifically:

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<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>-</td>
<td>0600-0800</td>
</tr>
<tr>
<td>Lunch</td>
<td>-</td>
<td>1100-1300</td>
</tr>
<tr>
<td>Dinner</td>
<td>-</td>
<td>1800-2000</td>
</tr>
</tbody>
</table>

Provided, however that:

(i). Steaming time is more than for hours;
(ii). vessel is at sea during these hours; and
(iii). docking time does not fall within the time scheduled for serving meal.

Pubic Spaces

1. Hall Reception Area

   1.1 Schematic diagram
       To be provided
       To be provided
indicating location of passenger accommodation, public spaces exits and entrances

2. **Eating Area**

2.1 **1st & 2nd Class Dining Rooms**

2.1.1 **Seating Capacity**  
20% of total 1<sup>st</sup> class and 2<sup>nd</sup> class passengers

2.1.2 **Ventilation type**  
Air-conditioned

2.1.3 **Deck Sheathing**  
Non-Skid materials

2.1.4 **Amenities**  
- fixed table (wooden, Plastic, metal)  
- PA System  
To be provided

2.2 **3rd Class Dining Room**

2.2.1 **Seating Capacity**  
20% of total 3<sup>rd</sup> class passengers

2.2.2 **Ventilation type**  
Forced draught for enclosed spaces

2.2.3 **Deck sheathing**  
Non-skid materials

2.2 **Snack Bar**

3. **Promenade/open spaces**

3.1 **Deck Sheathing**  
Non-skid flooring  
Non-skid flooring

3.1.3 **Fixture/fixed Chairs**  
to be provided  
to be provided
Serving Spaces

1. **Alleyway**
   1.1 Dimensions 3.28’ wide 2.62’ wide
   1.2 Safety fixtures To be provided To be provided
      1.2.1 Side Railing To be provided To be provided
      1.2.2 Non-Skid flooring To be provided To be provided

2. **Primary Stairway**
   2.1 Width of stairway 3.28’ wide 2.62’ wide
   2.2 Safety fixtures
      2.2.1 Non-skid Planks To be provided To be provided
      2.2.2 Hand rails To be provided To be provided

3. **Pantry**
   3.1 Deck Sheathing Non-skid materials
   3.2 Provisions
      3.2.1 Exhaust system To be provided
      3.2.2 Running Water To be provided

Embarkation/Disembarkation

1. No. of Embarkation/ Disembarkation points Min. of 2 Min. of 2
   (P & S) (P & S)
2. Size of Gangway Min. of 3.28’ Min. of 2.62’
3. Safety fixtures of gangplanks/gangways
   3.1 Non-skid floor-
V. **CONDITIONS**

In the condition of the above service standards, the following conditions must be observed/complied with:

1. **Lighting – Minimum of 3 watts per square meter of space.**
   
   1.1 Vessels shall have adequate provisions for affording light to the Passenger decks and to the compartments and spaces occupied by such passenger and with adequate means or appliances for ventilating the said spaces.

   1.2 Port holes, sidelights or windows in compartments shall not be less than 10” in diameter or its equivalent area.

   1.3 Passenger compartment shall have, for light purposes, apertures or opening properly protected in the proportions or 3 sq. ft. of decks space exclusive of side scuttles.

2. **Fresh water – There shall be provided on every deck used by passengers efficient means for the regular supply of fresh and potable drinking water suitably distributed for use of the passengers. The minimum of such supply station on board shall be as follows:**

<table>
<thead>
<tr>
<th>Registered Length of Ships</th>
<th>Minimum no. of Supply Station</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 100 feet</td>
<td>2</td>
</tr>
<tr>
<td>Not less than 100 feet</td>
<td></td>
</tr>
<tr>
<td>But less than 200 ft.</td>
<td>3</td>
</tr>
<tr>
<td>Not less than 200 ft.</td>
<td></td>
</tr>
<tr>
<td>But less than 300 ft.</td>
<td>4</td>
</tr>
<tr>
<td>Not less than 300 ft.</td>
<td></td>
</tr>
<tr>
<td>But less than 350 ft.</td>
<td>6</td>
</tr>
</tbody>
</table>
3. Sanitary Requirements – In parties, galleys, or other places where food is prepared or where cooking and table utilities are cleansed or otherwise handled, boiling water must be available therein at all times and used to sterilize all cooking and table utensils.

3.1 Galleys or places where food is prepared or kept shall be located as far as possible from water closing or urinal.

3.2 The master of every vessel shall maintain good discipline and such habits of cleanliness among the passenger, officers and crew that will tend to promote health on board. He may adopt such regulations for the purpose, and post them in conspicuous places for the information of all.

3.3 The master shall cause the compartments and spaces provided or maintained and assigned to passengers, officers and crew to be kept in a clean healthful condition and to be as often as necessary properly disinfected and disinfested.

3.4 The decks of all vessels shall be cleaned daily at least once and oftener as necessary.

3.5 All interisland vessels shall be fumigated every six(6) months or upon the discretion of the Director of Quarantine as often as may be necessary. It shall be the responsibility of the agents or master of vessels to request and make necessary arrangements for the fumigation of their vessels once every six(6) months.

3.6 Passenger Accommodation – The cleanliness, ventilation, food, light, water supply, hospital accommodations, and all other analogous matters in vessels of the Philippine Registry, shall be maintained at such high standards as to ensure the health and comfort of passengers, officers and crew. Animals such as fowls, pigs, livestock, etc. should not be mixed with passengers or crew.

3.7 Pantries and galleys – In pantries, galleys and other places where food is prepared, where cooking and table utensils are cleaned or otherwise handled, boiling water must be available therein at all times and used to sterilize all cooking and table utensils. For this purpose, steam pipes shall be installed.
3.8 Refrigeration compartments – Refrigeration boxes shall be frequently cleansed with boiling water at least twice a month, and they shall be thoroughly washed out with live steam for at least ten minutes or with a solution of potassium permanganate in the strength of 1 – 3000.

3.9 Garbage chutes – Garbage chutes shall be kept clean by daily washing with sand and water and shall further be cleansed at the end of each voyage in the manner prescribed herein for refrigeration boxes.

3.10 Water closet shall be well lighted and ventilated and kept in a clean and sanitary condition by proper flushing after each time of use, and by thorough washing down at least once daily. They shall be kept free from any offensive odor by frequent treatment with a 10% solution of formaline or their approved disinfectant.

3.11 Rat Guards – when vessels is at any dock, pier, wharf, guay or bulkhead, such vessels shall take proper precautions to prevent the passage of rodents to and from the vessel. The vessel shall be fended of the pier wharf guay, bulkhead or dock not less than 4 ft. and acceptable rat guards shall be fixed on all connection lines. In addition, all cargonets, chutes and similar devices extending between the vessels and shore structures, shall be removed unless in actual use. Gangways and ladders shall be well lighted.

3.12 All meals shall be served on tables prepared for the purpose; eating on bare deck prohibited.

3.13 Food left standing in the galleys or in any other part of the ship shall be protected from flies by the use of proper screens.

3.14 Condition in the vessel should be such as to assure the proper sanitation of food on board.

3.15 No garbage or other waste matter shall be allowed to collect either in receptacles or on decks, in or about the galleys, but shall be disposed or without delay. Portions of unused food or other debris shall not be allowed to collect on the deck or in the scrappers.

4. Compliance with Batas Pambansa Blg. 344 – There shall be compliance with Batas Pambansa Bldg. 344, otherwise known as the Accessibility Law once the implementing circular shall have been approved by the MARINA Board and the Secretary of the Department of Transportation and Communications and published once in a newspaper of general circulation.

VI. SANCTIONS/PENALTIES:
Any violation of, or failure of the operators to comply with the guidelines/conditions herein above set forth shall constitute a sufficient ground for the suspension/revocation or cancellation of the vessel’s franchise or Certificate of Public Convenience, as the case may be, in addition to the penalties provided under the Public Service Act, as amended, and other relevant rules and regulations of this Authority.

VII. EFFECTIVITY

This Memorandum Circular shall take effect fifteen (15) days after its publication once in a newspaper of general circulation on the Philippines.


PHILIP S. TUAZON
Administrator

SECRETARY’S CERTIFICATE

This is to certify that the foregoing Memorandum Circular No. 65 was approved by the MARINA Board on 04, 1991.

PURITA C. CENTENO
Corporate Board Secretary