



Republic of the Philippines
Department of Transportation and Communications
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES
Office of the Director General

MEMORANDUM CIRCULAR NO. 28-13, Series of 2013

TO : ALL CONCERNED

FROM : THE DIRECTOR GENERAL
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

SUBJECT : SUPPLEMENTAL PROCEDURE
TO PEL (PERSONNEL LICENSING) MANUAL Re.
ONLINE RENEWAL OF OTHER AIRMEN LICENSES

REFERENCE:

1. Philippine Civil Aviation Regulation (PCAR) Part 2 (Personnel Licensing).
2. Personnel Licensing (PEL) Manual ver. 2011.
3. Approved Flowchart No. 06 rev. 15 Feb 2013 "Other Airmen Licenses (Initial and Renewal)".

SUPPLEMENTAL PROCEDURE TO THE PEL MANUAL:

"CHAPTER 30 ONLINE RENEWAL OF AIRMEN LICENSE

30.2 APPLICABILITY

This Chapter prescribes the conditions and or requirements for the **ONLINE RENEWAL** of licenses, ratings, authorizations and certificate of **OTHER AIRMEN LICENSES**, such as but not limited to:

- a) Aircraft Maintenance Technician,
- b) Aircraft Maintenance Specialist,
- c) Parachute Rigger,
- d) Aeronautical Station Operator,
- e) Air Traffic Controller,
- f) Aviation Medical Examiners,
- g) Ground Instructor,
- h) Cabin Crew, and
- i) Flight Dispatcher.

30.2.1 Renewal of other airmen licenses is predicated on the affirmation that the minimum privileges of those licenses have been satisfied and were exercised by the airmen prior to the renewal of their respective licenses.

"Reeling Up. Soaring High"

30.2.2 As an alternative to the certification or proof that the holder has rendered services prior to the online renewal, an **online confirmation from his/her company/operator or a confirmation from another person who has been determined acceptable in writing** by the Authority concerned shall be forwarded to the Civil Aviation Authority of the Philippines (CAAP, Authority). This is in accordance with the provisions of Philippine Civil Aviation Regulation (PCAR). The certifying Civil Aviation Authority (CAA) should be a signatory state to the Chicago Convention.

30.2.3 Once an online verification of the Air Operator (AO) from the concerned CAA, the Licensing Department may proceed with the processing by conducting online verification and confirmation of the certificate/s and or rating/s of the airman prior to the final processing of those licenses.

30.2.4 The results of the verification and confirmation shall be the official basis for the processing of those licenses.

30.2.5 PROCEDURE FOR ONLINE RENEWAL OF OTHER AIRMEN LICENSES (see Flowchart No. 07 rev. 18 Mar 2013) using appropriate online form, similar to CAAP Form 542 ver. [1] 2012:

- a) The Other Airman accomplishes an **Online Renewal Form, "Other Airmen"** which can be accessed in the CAAP website. Fill in the required information about his AO, and submits these details to the Licensing and Certification Department (LCD) Information System (IS) for automated evaluation (see step 1 of Flowchart No. 07);
- b) Fill-in the portions for airman's photograph, signature and records are required, the airman may upload his/her digital photograph, while observing the specified requirements and dimensions, scanned signature and records. This will serve as an alternative to his physical presence for picture-taking, affixing of signature, and submission of records;
- c) The LCD-IS identifies the submitted name of the AO and cross-checks information with the information in the database. If the results turn up negative, verification of the AO must be undertaken.
- d) After receiving the confirmation of the AO, the LCD will send a request to the concerned AO for authentication of the airman's employment details (see step 2 of Flowchart No. 07);

- e) Once the email has been sent and received by the AO, an appropriate email confirmation verifying the information is required from the AO (see step 3 of Flowchart No. 07);
- f) Once the appropriate confirmation has been received by the LCD-IS, the LCD may proceed to the completion of the process in order to release the airman license (see step 4 of Flowchart No. 07);
- g) If the said AO HAS NOT been verified, the airman will be required to complete a template requiring basic information about the AO (see step "a" of Flowchart No. 07);
- h) The preceding action may either trigger an automated or manual AO verification email, by the LCD-IS or personnel, to the concerned CAA (see step "b" of Flowchart No. 07);
- i) And once the concerned CAA responds and validates the submitted information, the said AO shall become part of the LCD-IS database (see step "c" of Flowchart No. 07), and this information may be used by an airman of the same AO, when applying for a renewal as well (back to step 1 of Flowchart No. 07);
- j) In cases when the said AO DOES NOT EXIST when verified with the CAA, the airman may be required to show proof, by submitting scanned records online, that he has exercised the privileges of his license and the said records shall be further reviewed by a designated LCD inspector for authenticity.

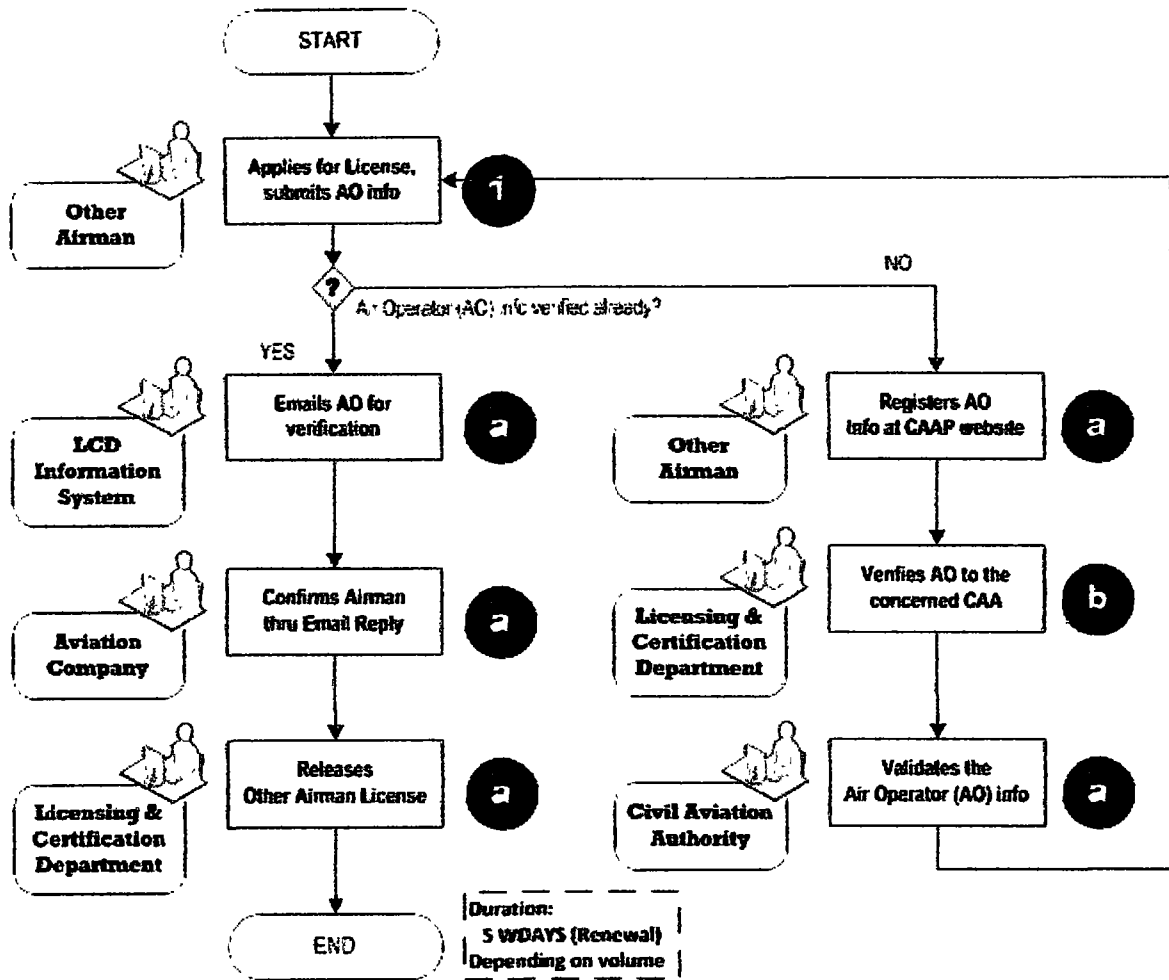
EFFECTIVITY:

This Supplemental Procedure shall be added to Chapter 30 of the PEL Manual ver. 2011, and shall supersede any procedures in conflict with this document. This memorandum circular shall take effect immediately after compliance with the requisite single publication and a copy filed with the U.P. Law Center – Office of the National Administrative Register.

So Ordered. Signed this ___ day of March 2013, CAAP, Pasay City.


for
LT GEN WILLIAM K HOTCHKISS III AFP (Ret)

ONLINE RENEWAL OF OTHER AIRMEN LICENSES



LCD Flowchart No. 07, rev 18 Mar 2013