

**AIRWORTHINESS DEPARTMENT
CAAP Central Office**

**APPROVAL OF REQUEST FOR RESERVATION OF AIRCRAFT REGISTRATION
MARK**

Schedule of Availability of Service:
Monday – Friday (8:00 AM to 5:00 PM)
No Noon Break

Who may avail of this Service:
Aircraft Operator / Owner


What are the requirements:
Letter request for reservation of Aircraft Registration Mark

HOW TO AVAIL OF THE SERVICE:

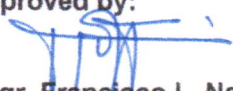
Step	Client	Agency	Fees	Forms	Duration of Activity	Person in Charge
1	Submit letter request to the Office of the ADG II, FSIS	1. Receive ,log and review letter request; Forward to Airworthiness Department	None		2 hrs	FSIS Receiving Staff
		2. Receive and log letter request; Forward to Aircraft Registration Officer			15 min	Aircraft Registration Staff
		3. Evaluate request and encode; Prepare Letter of Approval; Endorse to Chief, EARD			3 days	Aircraft Registration Officer
		4. Review, sign and endorse to Airworthiness Dept. Manager			20 min	Chief, EARD
		5. Sign and endorse Letter of Approval to ADG II, FSIS			20 min	Department Manager, AWD

		6. Sign Letter of Approval; Return Letter of Approval to Airworthiness Department			2 hrs	ADG II, FSIS ADG II Staff
2	Present valid ID or Authorization Letter	1. Log and release Letter of Approval			15 min	Aircraft Registration Officer
TOTAL DURATION OF ACTIVITY					3 days 5 hrs 10 mins	

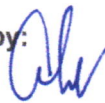
Prepared by:



Captain Roda C. Bathan
 CARO I

Approved by:


Engr. Francisco L. Najera Jr.
 Department Manager, AWD

Noted by:


Ms. Aida S. Romulo
 Chairperson, Citizen's Charter Team


Captain Romel D. Cadingan
 Assistant Director General II
 Flight Standards Inspectorate Service