



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

B.4 CAAP Security and Intelligence Services:

B. 4.1 Key Policy Issuances:

- a) Standard Operating Procedures (SOP) on the issuance of CAAP ID
- b) Citizen’s Charter/ Anti-Red Tape Act (ARTA)
- c) Policy on Baggage Handling in all CAAP Operated Airports

B. 4.2 Comprehensive Documentation of Operation Plan (If Available)

- a) N/A

TABLE 1

Major Final Outputs (MFOs)	Target 2018
1. CCTV Surveillance System (Stand-Alone) for various Airports in Luzon and Visayas (16 Airports)	Approval of Program of Work and Terms of Reference of the Project, Creation of Technical Working Group (TWG)
2. Airport/Facility Equipment	Procurement of Walk-Through Metal Detector for ATMC
3. Communication Equipment	a. Procurement of Radio Base for airports nationwide b. Procurement of Radio Repeater for airports nationwide
4. Procurement of Security Services	a. Provision of Security Services for Area I and II. b. Emergency Procurement of Security Service for Area XI c. Hiring of CSIS (Job Orders) for Bohol Panglao International Airport
5. Furniture and Fixtures	a. Procurement of Steel Cabinets b. Procurement of Managers Table
6. Travel Local	a. Airport Security Survey b. Technical Review and Assessment Committee for Private Security Agency (PSA) c. CSIS Augmentation for Bohol Panglao International Airport
7. Training Local	a. Basic Avsec STP 123 Course b. Basic Avsec Screeners Course c. Avsec Recurrency Course d. Avsec Management Course e. Airport Inspector Course f. Avsec Supervisor Course g. Enhanced Security Oversight Workshop h. Airport Security Program Workshop i. Airport Certification Course j. Breach Response and Cyber Security Workshop
8. Trainings Foreign	a. Insider Threat (Singapore) b. National Inspector Course (New Zealand) c. Future Airports: Technology and Digital Agility
9. Conference	a. Intel Family Conference



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	b. CSIS Regional Conference c. CSIS Budget Planning CY 2020
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B.4.4 Key Performance Indicators

TABLE 2

Indicators	Baseline (2017)	% Increase	Actual (2018)	Variance (%)
1. Develop and implement policies, measures, rules and procedures to ensure the safety of passengers and crew, ground personnel and the general public in all matters related to safeguarding against act in compliance to ICAO Annex 17.	-----		1	
Ensure constant review the level of threat to civil aviation within its territory and establish and implement policies and procedures to adjust of its aviation rules and procedures based upon security risk assessment.	12 airports		15 airports have performed risk assessment	
Conduct security survey and inspection in all airports managed and operated by CAAP to evaluate the effectiveness of aviation security measures and procedures in the airports in compliance to ICAO Annex 17.	36 airports (3 airports/month)		38 airports have conducted SSI	
Develop and implement regulations, practices and procedures to safeguard civil aviation against acts of unlawful interference taking into account the safety, regularity, and efficiency of flights.				
Ensure constant review of regulations that will continuously strengthen the effective implementation of Airport Security	19 Airports have existing ASP	A total of 42 airports have already	52 Airports	10 Airports have not yet



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Program for all National Airports managed and operated by CAAP.		submitted their ASP or an increase of		submitted their ASP
Formulates strategies and programs consistent with international standards and recommended practices, agreements and policies.				
Formulates policies on educational development to improve and enhance the skills of all security personnel for their own career development.				

TABLE 3

CCTV Surveillance System Status			
Items	Qty	Area/Airport	Status
Cameras	70	CAAP Office	Operational
Cameras	26	CNS – ATM Building	Operational
Cameras	40	Iloilo International Airport	Operational , 2 cameras - defective
Cameras	42	New Bacolod Silay Airport	Operational
Cameras	50	Kalibo International Airport	5 cameras - defective 1 unit 5KVA UPS – defective, Operational
Cameras	22	Legazpi Airport	2 cameras - defective 1 unit 5KVA UPS – defective, Operational
Cameras	30	Zamboanga Airport	For Project Acceptance
Cameras	23	Pagadian Airport	For Project Acceptance



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Cameras	19	Jolo Airport	For Project Acceptance
Cameras	11	Dipolog Airport	For Project Acceptance
Cameras	18	Sanga-Sanga Airport	For Project Acceptance
Cameras	21	Laguindingan Airport	For Project Acceptance
Cameras	19	Ozamis Airport	For Project Acceptance
Cameras	20	Camiguin Airport	For Project Acceptance
Cameras	68	Davao International Airport	For Project Acceptance, 32 additional cameras for cargo building, Immigration Counters and Customs
Cameras	15	Cotabato Airport	For Project Acceptance, 16 cameras analog cameras,
Cameras	25	General Santos International Airport	For Project Acceptance
Cameras	27	Butuan Airport	For Project Acceptance
Cameras	18	Siargao Airport	For Project Acceptance
Cameras	20	Tandag Airport	For Project Acceptance
Cameras	27	Surigao Airport	For Project Acceptance
Cameras	34	Puerto Princesa International Airport	Operational
Cameras	20	Laoag International Airport	Additional 48 for Phase 3 CCTV Project
Cameras	40	Bohol Panglao International Airport	For Approval of POW and TOR
Cameras	52	Basco Airport	For Approval of POW and TOR
Cameras	42	Cauayan Airport	For Approval of POW and TOR
Cameras	57	Tuguegarao Airport	For Approval of POW and TOR
Cameras	55	San Jose Airport	For Approval of POW and TOR
Cameras	45	Virac Airport	For Approval of POW and TOR
Cameras	48	Naga Airport	For Approval of POW and TOR



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Cameras	37	Busuanga Airport	For Approval of POW and TOR
Cameras	54	Roxas Airport	For Approval of POW and TOR
Cameras	43	Dumaguete Airport	For Approval of POW and TOR
Cameras	52	Tacloban Airport	For Approval of POW and TOR
Cameras	18	Vigan Airport	For Approval of POW and TOR
Cameras	27	Romblon Airport	For Approval of POW and TOR
Cameras	32	Masbate Airport	For Approval of POW and TOR
Cameras	32	Calbayog Airport	For Approval of POW and TOR
Cameras	32	Catarman Airport	For Approval of POW and TOR

TABLE 4

Month	Temporary ID	Security Clearance	Total
January	109	275	384
February	63	161	224
March	57	130	187
April	74	134	208
May	40	61	101
June	51	295	346
July	34	179	213
August	26	58	84
September	55	111	166
October	6	72	78
November	114	153	267
December	36	44	80
TOTAL	665	1,673	2,338

B.4.5 Others

B.4.5.1 Program Review and Assessment

PARTICULARS	Funds Flow (1)	Utilization (2)	Variance (3)	% of Utilization (4)
Personal Services				
Salaries	9,371,750	4,911,536.00	4,460,214	52%
Personal Economic Relief Allowance (PERA)	192,000	155,454.54	36,545.46	81%



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Representation Allowance	120,000	120,000	120,000	50%
Transportation Allowance	30,000	120,000	120,000	50%
Clothing/Uniform Allowance	168,000	168,000	-	100%
Mid/Year End Bonus	9,371,750	4,911,536	4,460,214	52%
Year-end Bonus (13th month pay)	9,371,750	4,911,536	4,460,214	52%
Cash Gift	140,000	140,000.00	-	100%
Retirement & Life Insurance Premium	1,124,610	589,384.32	535,225.68	52%
Pag-ibig Contributions	38,400	31,200	7,200	81%
Phil. Health Contributions	105,910	67,205.64	38,704.36	63%
Employees Comp. Insurance Premium	38,400	31,200	7,200	81%
Terminal Leave	-	-	-	0%
Performance Based Bonus	140,000	140,000.00	-	100%
Productivity Enhancement Incentive	-	-	-	0%
Anniversary Bonus	96,000	78,000.00	18,000.00	81%
Loyalty Pay	-	-	-	0%
Sub-total, PS	23,189,757.50	16,165,052.50	14,053,517.50	70%
Maintenance & Other Operating Expenses				
Traveling Expense - Local	7,280,400.00	1,293,310.95	5,987,089.05	18%
Traveling Expense - Foreign	790,000	-	790,000	0%
Training Expense	8,673,000.00	5,744,616.34	2,928,383.66	66%
Office Supplies Expense	1,685,500.00	52,996.39	1,632,503.61	3%
Other Supplies Expense	5,269,400.00	-	5,269,400.00	0%
Telephone Expense - Mobile	-	-	-	0%
Internet Expense	-	-	-	0%
Representatation Expense	2,000,000.00	1,251,830.24	748,169.76	63%
General Services	637,000.00	487,116.35	149,883.65	76%



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Security Services	1,249,000.00	1,075,653.93	173,346.07	86%
Other MOOE/Cultural Expense	-	-	-	0%
Repair & Maint. - Machinery & Equipment	3,600,000.00	-	3,600,000.00	0%
Repair & Maint. - Transportation Equipment	750,000.00	70,250.00	750,000.00	9%
Sub-total, MOOE	31,934,300.00	9,975,774.20	21,958,525.80	31%
CAPITAL OUTLAY				
Airport Equipment	43,612,600.00	3,583,730.00	40,028,870.00	8%
Communication Equipment	100,853,000.00	3,641,495.00	97,211,505.00	4%
Furniture & Fixtures	135,000.00	134,850.00	150.00	99.9%
Provision of CSIS Office for Selected Airports	28,900,000.00	1,190,000.00	27,710,000.00	4%
Construction of Security Guard House for Various Airports	12,600,000.00	-	12,600,000.00	0%
Sub-total, CO	186,100,600.00	8,550,075.00	177,550,525.00	5%
GRAND TOTAL	241,224,657.50	33,368,821.46	214,884,648.54	14%

B.4.5.2 Ease of Doing Business (Internal and External Process)

CAAP SECURITY AND INTELLIGENCE SERVICE (CSIS)

CAAP Head Office

ISSUANCE OF CAAP EMPLOYEE IDENTIFICATION

To issue Identification Card to CAAP Employees

SCHEDULE OF AVAILABILITY OF SERVICE

(Monday – Friday (8:00AM-5:00PM))

WHO MAY AVAIL OF THE SERVICE:

1. PERMANENT/CO-TERMINUS EMPLOYEE:
Appointment (Pinagtibay)
2. CONSULTANT & JOB ORDER PERSONNEL:
Contract of Service

WHAT ARE THE REQUIREMENTS:

1. CAAP ID Application form



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2. Colored ID picture (2" x 2") in CAAP uniform with white background & printed on quality photo paper taken within the last three (3) months

HOW TO AVAIL OF THE SERVICE:

Step	Activity	Fees	Forms	Processing Time	Person In-Charge
1	Get Application Form		CAAP ID Application Form	5 mins	CSIS
2	Submit accomplished Application Form to HRMD for verification/ confirmation of all entries and to verify the authenticity of his appointment/ pinagtibay and Contract of Services for Job Orders and Consultant personnel			15 mins	HRMD Control Officer - for different Area Centers Nationwide
3	Submit the duly signed Application form to Intel & Investigation Div., CSIS for Background Check			10 mins	IID-CSIS
4	Submit to CSIS for encoding to the CAAP Personnel Database			15 mins	CSIS ID & Pass Control Section Encoder
5	For Printing/Releasing			5 mins	CSIS ID & Pass Control Section Database Controller
TOTAL DURATION OF ACTIVITY				40 MINS to 1 HOUR	

Prepared by:

Approved by:

RUBEN O. OGABAR
Chief for Admin, SD, CSIS

CAPTAIN DONALDO A MENDOZA
Deputy Director General for Operations

Recommend Approval:

GIL R. MAGLAQUE
Acting ADG II, CSIS

Noted By:

AIDA S. ROMULO
Chairperson, Citizen's Charter



CAAP SECURITY AND INTELLIGENCE SERVICE (CSIS)

CAAP Head Office

ISSUANCE OF SECURITY CLEARANCE:

To issue Security Clearance to the student requesting for On-the-Job Training (OJT)

SCHEDULE OF AVAILABILITY OF SERVICE:

(Monday – Friday (8:00AM-5:00PM))

WHO MAY AVAIL OF THE SERVICE:

1. Students requesting for OJT

WHAT ARE THE REQUIREMENTS:

1. Request letter from school duly signed by School/College/Univ. Administrator (with letterhead)
2. NBI or Police Clearance
3. Waiver signed by the parents or guardian and duly notarized
4. Photocopy of Recent School ID (Validated)
5. School Registration

HOW TO AVAIL OF THE SERVICE:

Step	Type of Service	Fees	Form/s	Processing Time	Person In-Charge
1	Fill-up Application Form		Application Form	5 mins	Client
2	Submit Filled-up application form to CSIS Encoder for picture taking/encoding to database and Printing of Security Clearance and Temporary ID			15 mins	ID & Pass Control Section, CSIS
3	Proceed to IID-CSIS for evaluation/interview			10 mins	IID-CSIS Investigator
4	For Approval/Signature			5 mins	Div. Chief III, CSIS
5	For laminating of Temporary ID			10 mins	ID & Pass Control Section, CSIS
6	Releasing of Security Clearance/Temp ID			5 mins	ID & Pass Control Section, CSIS



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TOTAL DURATION OF ACTIVITY	40 MINS to 1 HOUR	
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Approved by:

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Chief for Admin, SD, CSIS

CAPTAIN DONALDO A MENDOZA
Deputy Director General for Operations

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GIL R. MAGLAQUE
Acting ADG II, CSIS

Noted By:

AIDA S. ROMULO
Chairperson, Citizen's Charter



CAAP SECURITY AND INTELLIGENCE SERVICE (CSIS)

CAAP Head Office

ISSUANCE OF SECURITY CLEARANCE

To issue security clearance to School/Agency's Coordinator

SCHEDULE OF AVAILABILITY OF SERVICE

(Monday – Friday (8:00AM-5:00PM))

WHO MAY AVAIL OF THE SERVICE:

1. Schools/Colleges/Universities
2. Agencies

WHAT ARE THE REQUIREMENTS:

1. Request Letter from School duly signed by School/College/University/Agency Administrator (with letter head).
2. NBI or Police Clearance.
3. Waiver of liability of the visiting party for any damages they may cause to our facility.
4. Photocopy of the students Identification Card.
5. Endorsement from the office concerned.

HOW TO AVAIL OF THE SERVICE:

Step	Type of Service	Fees	Forms	Processing Time	Person In-Charge
1	Fill-up Application Form		Application Form	5 mins	Coordinator/Client
2	Submit Filled-up application form to CSIS Encoder for picture taking/encoding to database and Printing of Security Clearance			15 mins	ID & Pass Control Section, CSIS
3	Proceed to IID-CSIS for evaluation/interview			10 mins	IID-CSIS Investigator
4	For Approval/Signature			5 mins	Div. Chief III, CSIS
5	Releasing of Security Clearance			5 mins	ID & Pass Control Section, CSIS
TOTAL DURATION OF ACTIVITY				40 MINS to 1 HOUR	

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Approved by:



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RUBEN O. OGABAR
Chief for Admin, SD, CSIS

CAPTAIN DONALDO A MENDOZA
Deputy Director General for Operations

Recommend Approval:

GIL R. MAGLAQUE
Acting ADG II, CSIS

Noted By:

AIDA S. ROMULO
Chairperson, Citizen's Charter

CAAP SECURITY AND INTELLIGENCE SERVICE (CSIS)

CAAP Head Office

ISSUANCE OF SECURITY CLEARANCE

To issue security clearance to student/s requesting for Research/Interview

SCHEDULE OF AVAILABILITY OF SERVICE

(Monday – Friday (8:00AM-5:00PM))



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WHO MAY AVAIL OF THE SERVICE:

1. Students preparing dissertation/thesis

WHAT ARE THE REQUIREMENTS:

1. Secure Tracer Action Slip (TAS) from the office where he/she will conduct Research/Interview for accommodation/ approval.
2. Request Letter from researcher duly signed by the School/Coll./ Univ. Administrator (with School letter head).
3. Endorsement from Office concerned.
4. Photocopy of School ID.

HOW TO AVAIL OF THE SERVICE:

Step	Type of Service	Fees	Forms	Processing Time	Person In-Charge
1	Fill-up Application Form		Application Form	5 min	Researcher/ Interviewer
2	Submit Filled-up application form to CSIS Encoder for picture taking/encoding to database and Printing of Security Clearance.			15 mins	ID & Pass Control Section, CSIS
3	Proceed to IID-CSIS for evaluation/interview			10 mins	IID-CSIS Investigator
4	For Approval/Signature			5 mins	Div. Chief III, CSIS
5	Releasing of Security Clearance			5 mins	ID & Pass Control Section, CSIS
TOTAL DURATION OF ACTIVITY				40 MINS to 1 HOUR	

Prepared by:

Approved by:

RUBEN O. OGABAR
Chief for Admin, SD, CSIS

CAPTAIN DONALDO A MENDOZA
Deputy Director General for Operations

Recommend Approval:

GIL R. MAGLAQUE
Acting ADG II, CSIS

Noted By:



AIDA S. ROMULO
Chairperson, Citizen's Charter

CAAP SECURITY AND INTELLIGENCE SERVICE (CSIS)

CAAP Head Office

ISSUANCE OF SECURITY CLEARANCE

To issue security clearance to company requesting for product demo/presentation within the CAAP

SCHEDULE OF AVAILABILITY OF SERVICE

(Monday – Friday (8:00AM-5:00PM))

WHO MAY AVAIL OF THE SERVICE:

1. Companies requesting for presentation/demonstration of their products

WHAT ARE THE REQUIREMENTS:

1. Secure Tracer Action Slip (TAS) from Admin Department for accommodation/approval.
2. Request Letter duly signed by the company head (with company letter head.)
3. NBI or Police Clearance of company Coordinator.
4. Photocopy of Company ID.

HOW TO AVAIL OF THE SERVICE:

Step	Type of Service	Fees	Forms	Processing Time	Person In-Charge
1	Fill-up Application Form		Application Form	5 min	Product Demonstrator
2	Submit Filled-up application form to CSIS Encoder for picture taking/encoding to database and Printing of Security Clearance.			15 mins	ID & Pass Control Section, CSIS
3	Proceed to IID-CSIS for evaluation/interview			10 mins	IID-CSIS Investigator
4	For Approval/Signature			5 mins	Div. Chief III, CSIS
5	Releasing of Security Clearance			5 mins	ID & Pass Control Section, CSIS
TOTAL DURATION OF ACTIVITY				40 MINS to 1 HOUR	



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Prepared by:

Approved by:

RUBEN O. OGABAR
Chief for Admin, SD, CSIS

CAPTAIN DONALDO A MENDOZA
Deputy Director General for Operations

Recommend Approval:

GIL R. MAGLAQUE
Acting ADG II, CSIS

Noted By:

AIDA S. ROMULO
Chairperson, Citizen's Charter



CAAP SECURITY AND INTELLIGENCE SERVICE (CSIS)

CAAP Head Office

ISSUANCE OF SECURITY CLEARANCE

To issue security clearance and temporary ID to Airlines' Liaison Officers and Contractors

SCHEDULE OF AVAILABILITY OF SERVICE

(Monday – Friday (8:00AM-5:00PM))

WHO MAY AVIL OF THE SERVICE:

1. Legitimate personnel linking between airline companies and CAAP

WHAT ARE THE REQUIREMENTS:

1. Endorsement Letter (with complete Letter Head of the company)
2. NBI or Police Clearance.
3. Photocopy of Company ID or COE.
4. Liaison Officer must be endorsed by office where he/she transact business.

HOW TO AVAIL OF THE SERVICE:

Step	Type of Service	Fees	Forms	Processing Time	Person In-Charge
1	Fill-up Application Form		Application Form	5 min	Client
2	Submit Filled-up application form to CSIS Encoder for picture taking/encoding to database and Printing of Security Clearance and Temporary ID			15 mins	ID & Pass Control Section, CSIS
3	Proceed to IID-CSIS for evaluation/interview			5 mins	IID-CSIS Investigator
4	For Approval/Signature			5 mins	Div. Chief III, CSIS
5	For laminating of Temporary ID			10 mins	ID & Pass Control Section, CSIS
6	Releasing of Security Clearance/Temp ID			5min	ID & Pass Control Section, CSIS
TOTAL DURATION OF ACTIVITY				40 MINS to 1HOUR	



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Prepared by:

Approved by:

RUBEN O. OGABAR
Chief for Admin, SD, CSIS

CAPTAIN DONALDO A MENDOZA
Deputy Director General for Operations

Recommend Approval:

GIL R. MAGLAQUE
Acting ADG II, CSIS

Noted By:

AIDA S. ROMULO
Chairperson, Citizen's Charter



CAAP SECURITY AND INTELLIGENCE SERVICE (CSIS)

CAAP Head Office

ISSUANCE OF SECURITY CLEARANCE

To issue Motorcycle and Car Pass/Decal to CAAP Employees

SCHEDULE OF AVAILABILITY OF SERVICE

(Monday – Friday (8:00AM-5:00PM))

WHO MAY AVAIL OF THE SERVICE:

1. CAAP Officers and Employees

WHAT ARE THE REQUIREMENTS:

1. Xerox copy of vehicle OR/CR
2. 2x2 picture
3. Xerox copy of Deed of Sale or Authorization (if not registered to Applicant's name)
4. Xerox copy of CAAP ID.

HOW TO AVAIL OF THE SERVICE:

Step	Type of Service	Fees	Forms	Processing Time	Person In-Charge
1	Fill-up Application Form		Application Form	5 mins	Applicant
2	Submit Filled-up application form to CSIS Encoder for encoding to database. Issuance of Order of payment			10 mins	ID & Pass Control Section, CSIS
3	For Approval/Signature of request for Order of Payment			5 mins	Div. Chief III, CSIS
4	Once approved, proceed to Accounting / Collection Unit for payment of Decal	P 200.00/ P150.00		7 mins	Applicant
4	For Printing of Decal			5 mins	ID & Pass Control Section, CSIS
5	For Signature			5 mins	Div. Chief III, CSIS
6	For Laminating			10 mins	ID & Pass Control Section, CSIS



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7	Releasing of CAAP Decal			5 mins	ID & Pass Control Section, CSIS
TOTAL DURATION OF ACTIVITY				50 MINS to 1 HOUR	

Prepared by:

Approved by:

RUBEN O. OGABAR
Chief for Admin, SD, CSIS

CAPTAIN DONALDO A MENDOZA
Deputy Director General for Operations

Recommend Approval:

GIL R. MAGLAQUE
Acting ADG II, CSIS

Noted By:

AIDA S. ROMULO
Chairperson, Citizen's Charter



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B.4.5.4 Financial Highlights

B.4.5.4.1 Proposed Budget Vs Actual Expense with Assessment

	PROPOSED BUDGET 2018	ACTUAL EXPENSES	ASSESSMENT
<u>PERSONAL SERVICES</u>			52% of utilization due to unfilled positions
Salaries And Wages	9,371,750	4,911,536	
Other Compensation			
Personal Economic Relief Allowance (PERA)	192,000	155,455	-
Representation Allowance (RA)	120,000	120,000	-
Transportation Allowance (TA)	120,000	120,000	-
Clothing/Uniform Allowance	168,000	168,000	-
Year End Bonus			
Mid Year Bonus	9,371,750	4,911,536	-
Year End Bonus	9,371,750	4,911,536	-
Cash Gift	140,000	140,000	-
Other Bonuses And Allowances			
Productivity Enhancement Incentive	120,000	120,000	-
CAAP Anniversary Bonus	120,000	120,000	-
Personnel Benefit Contributions			
Retirement And Life Insurance Premiums	1,124,610	589,384	-
Pag-IBIG Contributions	38,400	31,200	-
PhilHEALTH Contributions	105,910	67,206	-
Employees Compensation Insurance Premiums	38,400	31,200	-
Other Personnel Benefits			
Terminal Leave Benefits			
TOTAL PERSONAL SERVICES	30,398,570	16,397,053	-
<u>MOOE</u>			



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Traveling Expenses			
Traveling Expenses - Local	7,280,400	1,293,311	
Traveling Expenses - Foreign	790,000	-	No approved foreign travel for 2018
Training and Scholarship Expenses			
Training Expenses	8,673,000	5,744,616	Foreign trainings only 4 were approved for CY 2018
Supplies and Materials Expenses			
Office Supplies Expenses	1,685,500	52,996	
Other Supplies and Materials Expenses	5,269,400	-	Procurement of ammunition for firearms was not materialized
Communication Expenses			
Telephone Expenses			
Telephone Expenses - Landline			
Telephone Expenses - Mobile			
Internet Subscription Expenses			
Professional Services			
Other General Services	637,000	487,116	Unfilled Job Order Positions
Security Services	1,249,000	1,075,654	Unfilled Job Order Positions
Repair and Maintenance			
R & M - Machinery and Equipment	3,600,000	-	
R & M - Transportation Equipment	750,000	70,250	
Other Maintenance & Operating Expenses			
Representation Expenses	2,000,000	1,251,830	
Cultural & Athletic Expenses	-	-	
TOTAL MOOE	31,934,300	9,975,774	
<u>CAPITAL OUTLAY</u>			
IT/EQUIPMENT/FURNITURE/OTHERS			
Furniture and Fixtures	135,000	134,850	
Office Equipment			



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Communication Equipment	100,853,000	3,641,495	Scheduled for bidding (BAC)
Information Technology			
Land Transport Equipment			
Other Machinery and Equipment	43,612,600	3,583,730	Scheduled for bidding (BAC)
INFRASTRUCTURE PROJECTS & OTHERS			
Construction of Building	41,500,000	1,190,000	Submission and Approval of POW
TOTAL CAPITAL OUTLAY	186,100,600	8,550,075	
TOTAL BUDGETARY OUTLAY	248,433,470	34,900,902	