

**CENTRAL RECORDS AND ARCHIVES DIVISION (CRAD)
CAAP Central Office**

AUTHENTICATION OF CAAP ISSUED CERTIFICATES, PERMITS AND OFFICIAL RECEIPTS

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

Who may avail of the Service:
CAAP Stakeholders

What are the requirements:

1. Photocopy or scanned copy of CAAP issued Certificates, Permits, Official Receipts with signature of Chief of the concerned issuing/originating office as "verified correct from the documents on file"
2. ID and/or Authorization letter (if the document is named to another person)
3. Schedule of Fees and Charges (listed under Fees column)

HOW TO AVAIL OF THE SERVICE:

Step	Client	Authority	Fees	Forms	Duration of Activity	Person in Charge
1	Proceed to (whichever is applicable) a.FOD-FSIS b.Airworthiness-FSIS c.TO-CID-FSIS d.ADMS e.Collection Office	1. Receive and check the requested document		Certificates Permits Official Receipt (OR)	10 min	Receiving Officer
		2. Check the validity and stamp "verified correct from the documents on file" on the scanned/ photocopied document(s)				
		3. Forward documents to Chief of office concerned for signature			5 min	Receiving Officer Chief/ Authorized signatory
2	Proceed to CRAD and present verified	1. Check/review document(s) presented			10 min	Records Officer

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	photocopy or scanned copy of CAAP Certificates/ Permits, Official Receipts					
		2. Prepare Order of Payment Slip (OPS)	CTC P20.00 / page Verification P30.00 / same type of document Research P20.00 / same type of document Photocopy P3.00 / per page	OPS	5 min	Records Officer
3	Proceed to Collection Office	1. Receive payment and issue Official Receipt (OR)		OR	4 min	Collection Officer
4	Proceed back to CRAD; Present OR	1. Check OR Record in the OPS file Forward the document(s) to Chief/Asst. Chief for signature			4 min	Records Officer
		2. Sign the document(s)			5 min	CRAD Chief / Asst. Chief
		3. Stamp dry seal on the document(s)			5 min	Records Officer
5	Present valid ID/ Authorization to claim	1. Release the document(s)			2 min	Records Officer
TOTAL DURATION OF ACTIVITY					50 MIN	

Prepared by:


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 Chief, CRAD

Approved by:


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


Ms. Jocelyn L. Ching
 Officer In-Charge
 Administrative and Finance Service