

**ACCOUNTING DIVISION – FINANCE DEPARTMENT
CAAP Central Office**

ISSUANCE OF BILLING STATEMENT FOR:

1. CERTIFICATE OF AIRWORTHINESS (ORIGINAL)
2. APPROVED MAINTENANCE ORGANIZATION (AMO)
3. APPROVED MATERIAL DISTRIBUTION CERTIFICATE (AMDC)
4. TYPE VALIDATION CERTIFICATE
5. DAILY SUBSISTENCE ALLOWANCE (DSA)

Schedule of Availability of Service:

Monday – Friday (8:00 AM to 5:00 PM)
No Noon Break

Who may avail of this Service:

Airline Operators, and Groundhandlers

What are the requirements:

1. Pro-Forma Invoice
2. Travel Order
3. Exchange Rate Print-out (from bap.org.ph)
4. UNDP Rate (for foreign travel)
5. Conforme Letter
6. Visa Reference (for Foreign Travel)
7. Letter Request of Operator

HOW TO AVAIL OF THE SERVICE:


Step	Client	Activity	Fees	Forms	Duration of Activity	Person in Charge
		1. Receive and review completeness of documents from FSIS / AANSOO			2 min	Accounting Personnel
		2. Prepare billing statement			2 hours	Accounting Personnel
		3. Sign the billing statement			15 min	Chief, Accounting Division

		4. Counter-sign the billing statement			15 min	Chief, Finance Department
		5. Record in the outgoing logbook; Forward to FSIS/AANSOO			15 min	Accounting Personnel
TOTAL DURATION OF ACTIVITY					2 hours 47 mins	


Prepared by:

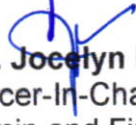
for 
Insirah G. Micawayan
Accountant

Noted by:


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

Approved by:


Kevin D. Almerido
Officer-In-Charge
Accounting Division


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