

**AIRMEN EXAMINATION BOARD  
CAAP Central Office**

**ISSUANCE OF KNOWLEDGE TEST REPORT (TR)**

**Schedule of Availability of Service:**

Monday – Friday (8:00 AM to 5:00 PM)

No Noonbreak

**Who may avail of this Service:**

Airmen

**What are the requirements:**

1. Original Database/Examination Permit duly signed and issued by the Licensing & Certification Department (LCD)
2. Photocopy of the Database print-out/Examination Permit with stamped date of exam taken and signature of examiner
3. ID picture 1x1 (black & white or coloured)
4. AEB Form-5A or 5B
5. Fee P140.00

**HOW TO AVAIL OF THE SERVICE:**

**PHASE I**

Step	Client	Activity	Fees	Forms	Duration of Activity	Person in Charge
1	Proceed to AEB Admin Office and submit documents for Knowledge Test Report (TR) Application.	1.Receive and check completeness of documents			2 min	AEB Staff-on-duty
2	Fill-up application Form and submit.	1. Provide application form for the TR.		AEB Form-5A or AEB Form 5B	5 min	AEB Staff-on-duty

		2. Issue Acknowledgement Slip stating the release date of the TR		AEB Form-7	2 min	AEB Staff-on- duty
2	<p>Receive Acknowledgment Slip</p> <p><b>OPTION:</b> Applicant may apply for Temporary Knowledge Test Report while waiting for the Original TR</p>					
3	Submit photocopy of Database print-out / Examination Permit	1. Print Examination History			1 min	Computer Technician Analyst
		2. Prepare Temporary Knowledge Test Report			3 min	Test Specialist
		3. Endorse Temporary Knowledge Test Report to Chief, AEB for signature			2 min	Chief, AEB
4	Present valid ID	1. Release Temporary Knowledge Test Report.			2 min	AEB Staff-on-duty
<b>TOTAL DURATION OF ACTIVITY</b>					<b>17 minutes</b>	

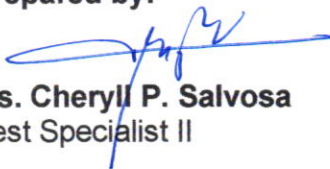
**PHASE II**

Step	Client	Activity	Fees	Forms	Duration of Activity	Person In Charge
		1. Print examination history			1 min / applicant or 25 minutes for a batch of 25 applications	Computer Technician Analyst
		2. Encoding of TR No. to each application.			2 min /applicant or 50 minutes for a batch of 25 applications	Encoder
		3. Computer generation of Knowledge Test Report (Encoder to affix initial in each TR)			2 min /applicant or 50 minutes for a batch of 25 applications	Encoder
		4. Encode list of applicant			10 minutes	Encoder
		5. Receive and Audit the prepared (TR) (Auditor to affix initial each TR)			2 min /applicant or 50 mins for a batch of 25 applications	Auditor
		6. Forward prepared TR to Chief, AEB for initial			1 min /applicant or 25 mins for a batch of 25 applications	Chief, AEB

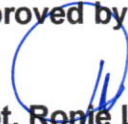
		7. Endorse TR to ADG II, FSIS for signature			1 day	ADG II, FSIS

1.	Present Acknowledgment Slip, any valid ID or authorization	1. Release TR to applicant			2 min	AEB Staff-on-duty
<b>TOTAL DURATION OF ACTIVITY</b>					<b>1 day, 3 hours and 32 minutes</b>	


**Prepared by:**

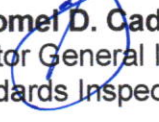
  
**Ms. Cheryl P. Salvosa**  
 Test Specialist II

**Approved by:**

  
**Capt. Ronie L. Briones**  
 Department Manager III  
 Airmen Examination Board

**Noted by:**

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

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