

CIVIL AVIATION TRAINING CENTER

CATC PROCESS FLOW: REQUEST FOR TRAINING

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

Who may avail of this Service?

Various Companies

What are the Requirements?

1. Proposal / Letter of Intent
2. Documents on Deployment of Personnel to Airports (for AVSEC Course)

HOW TO AVAIL OF THE SERVICE:

A. FOR CATC REGULAR COURSES

Step	Clients	Activity	Forms	Duration	Person-in-Charge
1.	Submit Proposal/ Letter of Intent	1. Check schedule / availability of instructors 2. Issuance of Computation of Expenses		Two (2) Working Days	Admin-CATC
2.	Submit Confirmation Letter	1. Request for Billing Statement from Accounting Office		One (1) to Two (2) Working Days	Prepared by Admin-CATC
		2. Prepare Invitation for Guest Lecturers/ Request for CAAP Instructors (for concurrence of Service/Dept./Div. Chief)		Three (3) days to one (1) week	For signature of Chief, CATC
		3. Prepare and submit Memorandum for Instructors / Computation of Honorarium for Guest Lecturers / Reply Letter to Companies for signature of DDGO / Travel Order for signature of ADG I, CATC Attachments: -Proposal/Letter of Intent -Documents on Deployment of Personnel to Airports (for AVSEC Courses) -Daily Schedule -Computation of Expenses -Invitation Letter Request for CAAP Instructors -Billing Statement Offices concerned: -HRMD -AFS -ODG	Travel Order (if Course is to be conducted outside of Metro Manila)	One (1) week to Three (3) Weeks	Prepared by Admin-CATC For signature of Chief, CATC

Step	Clients	Activity	Forms	Duration	Person-in-Charge
3.	Coordination on Venue/ Food/ Accommodations/ Transportation of Instructors	1. Conduct of Course	Course Materials	Five (5) days to Two (2) weeks	Course Supervisor Instructors Course Coordinator
4.	Submit Certificate of Appearance Settle Payment for Course Fee & Honorarium	1. Prepare Certificates of Completion / Post Training Report for Signature of the DG Attachments: -Proposal/Letter of Intent -Reply Letter -Official Receipt -Attendance Sheet -Summary of Module Opinion Questionnaires -Test Results and Final Grades Offices concerned: -HRMD -ODG	-Attendance sheet -Module Opinion Questionnaire -Test Results Sheet	One (1) to Three (3) Weeks	Prepared by Admin-CATC For signature of Chief, CATC
		2. Release of Certificates of Completion	Receiving copy	One (1) day	Admin-CATC

B. FOR SPECIALIZED COURSES

Step	Clients	Activity	Forms	Duration	Person-in-Charge
1.	Submit Proposal/ Letter of Intent	1. Develop Course		a. Twenty (20) weeks to develop 1-week course b. more than twenty (20) weeks to develop longer courses	Chief, TRAINAIR Plus
		2. Check schedule / availability of instructors 3. Issuance of Computation of Expenses		Two (2) working days	Admin-CATC
2.	Submit Confirmation Letter	1. Request for Billing Statement from Accounting Office		One (1) to Two (2) Working Days	Prepared by Admin-CATC
		1. Prepare Invitation for Guest Lecturers/ Request for CAAP Instructors (for concurrence of Service/Dept./Div. Chief)		Three (3) days to one (1) week	For signature of Chief, CATC
		1. Prepare and submit Memorandum for Instructors / Computation of Honorarium for Guest Lecturers / Reply Letter to Companies for signature of DDGO / Travel	Travel Order (if Course is to be conducted outside of Metro Manila)	One (1) week to Three (3) Weeks	Prepared by Admin-CATC

		<p>Order for signature of ADG I, CATC</p> <p>Attachments: -Proposal/Letter of Intent -Documents on Deployment of Personnel to Airports (for AVSEC Courses) -Daily Schedule -Computation of Expenses -Invitation Letter Request for CAAP Instructors -Billing Statement</p> <p>Offices concerned: -HRMD -AFS -ODG</p>			For signature of Chief, CATC
Step	Clients	Activity	Forms	Duration	Person-in-Charge
3.	Coordination on Venue/ Food/ Accommodations/ Transportation of Instructors	1. Conduct of Course	Course Materials	Five (5) days to Two (2) weeks	Course Supervisor Instructors Course Coordinator
4.	Submit Certificate of Appearance Settle Payment for Course Fee & Honorarium	<p>1. Prepare Certificates of Completion / Post Training Report for Signature of the DG</p> <p>Attachments: -Proposal/Letter of Intent -Reply Letter -Official Receipt -Attendance Sheet -Summary of Module Opinion Questionnaires -Test Results and Final Grades</p> <p>Offices concerned: -HRMD -ODG</p>	<p>-Attendance sheet</p> <p>-Module Opinion Questionnaire</p> <p>-Test Results Sheet</p>	One (1) to Three (3) Weeks	Prepared by Admin-CATC For signature of Chief, CATC
		2. Release of Certificates of Completion	Receiving copy	One (1) day	Admin-CATC

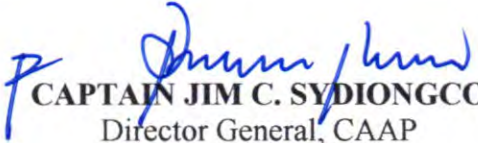
Submitted by:


DIANA INES C. BRIÑAS
 ADG I/Chief, CATC

Noted by:


AIDA S. ROMULO
 Chairperson, Citizen's Charter Committee, CAAP

Approved:


CAPTAIN JIM C. SYDIONGCO
 Director General, CAAP