



MEMORANDUM CIRCULAR NO: 047-2025

TO : ALL CONCERNED

SUBJECT : IMPLEMENTATION OF PROCEDURES AND REQUIREMENTS FOR SKILL TEST FOR PILOT LICENSES

DATE : 30 JULY 2025

To accommodate the various needs of the applicants for the pilot's license, the Licensing and Certification Department will implement updated requirements and procedures necessary for the processing and scheduling of the Skill Test and Proficiency Check. This process is designed to cater both walk-in and online options, ensuring accessibility to all applicants.

I. Requirements for Initial License and Additional Rating

- Request Letter Indicating the Location and Preferred Date of Skill Test
- Application Form 541
- Application Form LCD 003A
- Valid Knowledge Test Report
- Aeronautical Knowledge Test Permit
- Ground School Training Certificate / Equipment Qualification Course Certificate
- Valid Pilots License
- Valid Medical Certificate
- Valid English Language Proficiency Certificate
- Valid Radio License
- Certificate of Flying Time from school or company
- Endorsement of Flight Instructor

Additional Requirement for Foreign Applicant:

- Visa
- National Bureau of Investigation Clearance

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Records Officer III
Central Records and
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- Special Study Permit (For Student)
- DOLE Work Permit (for employed/working)

II. Requirements for Reissuance of License

- Request Letter Indicating the Location and Preferred Date of Skill Test
- Application Form 541
- Application Form LCD 003A
- Valid Knowledge Test Report
- Aeronautical Knowledge Test Permit
- Ground Refresher Training Certificate
- Equipment Qualification Course Certificate
- Valid Pilots License
- Valid Medical Certificate
- Valid English Language Proficiency Certificate
- Valid Radio License
- Certificate of Flying Time from school or company
- Endorsement of Flight Instructor

Additional Requirement for Foreign Applicant:

- Visa
- National Bureau of Investigation Clearance
- Special Study Permit (For Student)
- DOLE Work Permit (for employed/working)

III. Requirements for Proficiency Check

- Request Letter Indicating the Location and Preferred Date of Skill Test
- Application Form 541
- Application Form LCD 003A
- Valid Pilots License
- Valid Medical Certificate
- Valid English Language Proficiency Certificate
- Valid Radio License
- Certificate of Flying Time from school or company

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Additional Requirement for Foreign Applicant:

- Visa
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IV. Process for the Walk in

Applicants who prefer to submit their documents in person can follow this process:

- Visit the Licensing and Certification Department at CAAP Main Office.
- Submit the necessary documents stated above to the Licensing Officer. The Licensing Officer will ensure the completeness of submitted forms and documents.
- After the submission, the Pilot Examiner will attest the documents and will be endorsed to the Chief of the Proficiency Check and Skill Test Division.
- The Department's Scheduler will contact the school or company for the arrangement of scheduling, Skill Test Permit and Travel Order of the Pilot Examiner.

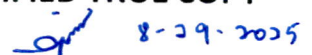
V. Process for the Online Submission

For applicants who prefer to complete the process remotely, the following steps should be followed:

- Submit a scanned copy of the necessary documents stated above to our email address: **pcstd@caap.gov.ph**.
- The Licensing Officer will ensure the completeness of submitted forms and documents.
- After the submission, the Pilot Examiner will attest the documents and will be endorsed to Chief of the Proficiency Check and Skill Test Division.

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- The Department's Scheduler will contact the school or company for the arrangement of scheduling, Skill Test Permit and Travel Order of the Pilot Examiner.

Furthermore, all documents that will be submitted thru walk-in and online submission must be clear, and readable. Also, all photocopied, and scanned copied documents for submission must be properly oriented.

All hard copies pertaining to the conducted Skill Test/Proficiency Check must be properly submitted to the Licensing and Certification Department for processing and recording.

We appreciate your cooperation in adhering to these updated procedures. For any questions or assistance feel free to reach us at pcstd@caap.gov.ph / licensing@caap.gov.ph or call us at (02) 8246-4988 local 2121/2122/2123. Thank you.


For your information and guidance.


LTGEN RAUL L DEL ROSARIO AFP (RET)

Director General

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