



24 OCT 2025

MEMORANDUM CIRCULAR NO.: 059-2025

TO : ALL CAAP PERSONNEL AND STAKEHOLDERS

SUBJECT : EMBEDDING SECURITY CULTURE IN ALL AVIATION PERSONNEL AND STAKEHOLDERS WITHIN THE CIVIL AVIATION AUTHORITY OF THE PHILIPPINES OFFICES, AIRPORTS, AND AIR NAVIGATION FACILITIES.

1. REFERENCES:

- 1.1 ICAO Annex 17- Security
- 1.2 ICAO Doc 10118 – Global Aviation Security Program
- 1.3 National Civil Aviation Security Program

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in Ardebeon 10-24-25
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2. PURPOSE:

To institutionalize a proactive, inclusive, and sustainable security culture across all CAAP-managed facilities, ensuring that every employee, contractor, and stakeholder contributes meaningfully to the safeguarding of civil aviation against acts of unlawful interference.

The implementation of a robust security culture within the Civil Aviation Authority of the Philippines (CAAP) aims to institutionalize a proactive, inclusive, and resilient approach to aviation security across all operational domains. This initiative aligns with ICAO Annex 17 and global best practices, and serves the following core purposes:

2.1 Strengthen National Aviation Security Posture

- 2.1.1 Foster a shared sense of responsibility and vigilance among all personnel, regardless of rank and function.
- 2.1.2 Ensure consistent adherence to security protocols across all facilities, minimizing vulnerabilities and insider threats.

2.2 Promote Awareness and Behavioral Change

- 2.2.1 Embed security consciousness into daily routines, decision-making, and interpersonal interactions.
- 2.2.2 Encourage staff to identify, report, and respond to suspicious activities or procedural lapses without fear of reprisal.

2.3 Enhance Compliance with International Standards

- 2.3.1 Demonstrate CAAP's commitment to ICAO's security culture framework and ASEAN regional security initiatives.

2.3.2 Support the Philippines' obligations under the Universal Security Audit Program (USAP) and other international assessments.

2.4 Foster a Collaborative and Empowered Workforce

2.4.1 Build trust and open communication between management, frontline personnel, and stakeholders.

2.4.2 Empower employees to take ownership of security outcomes, contributing to a safer aviation environment.

2.5 Improve Operational Resilience and Incident Response

2.5.1 Reduce the likelihood and impact of security breaches through early detection and collective action.

2.5.2 Strengthen preparedness and coordination in responding to threats, emergencies, and evolving risks.

2.6 Support Strategic and Organizational Objectives

2.6.1 Align security practices with CAAP's broader goals of operational excellence, facilitation, and public confidence.

2.6.2 Reinforce a culture of integrity, accountability, and continuous improvement across all levels of the organization.

3. COVERAGE:

- 3.1 CAAP MAIN OFFICE
- 3.2 CAAP-MANAGED AND OPERATED AIRPORTS
- 3.3 AIR TRAFFIC MANAGEMENT CENTER
- 3.4 MANILA CONTROL TOWER
- 3.5 AIR NAVIGATIONAL FACILITIES

4. POLICIES:

- 4.1 This Memorandum Circular shall be implemented in all CAAP Offices, Airports, and Air Navigational Facilities.
- 4.2 All CAAP employees, stakeholders, and other personnel shall adhere to the provisions of this MC.

5. PLANNING AND MOBILIZATION:

- 5.1 The CAAP Security and Intelligence Service (CSIS) shall form a Security Culture Implementation Committee (SCIC) at the central office.
- 5.2 The CSIS shall designate Security Culture Focal Persons (SCFPs) in each airport, office, and air navigational facility.
- 5.3 The SCFPs shall assess current awareness levels, reporting behavior, and existing security practices using a standardized tool.

6. AWARENESS AND CAPACITY BUILDING:

- 6.1 **Roll Out Training Programs**

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6.1.1 Integrate security culture modules into:

- 6.1.1.1 Basic AVSEC training
- 6.1.1.2 Recurrent training
- 6.1.1.3 New employee orientation
- 6.1.1.4 Security awareness seminar

6.1.2 Disseminate Educational Materials

- 6.1.2.1 Propagate video materials and display ICAO-endorsed posters, infographics, and digital content in strategic locations.
- 6.1.2.2 Use internal communication platforms (email, bulletin boards, intranet) for regular security tips and reminders.

7. ENGAGEMENT AND BEHAVIORAL REINFORCEMENT:

7.1 Launch Security Culture Campaign

- 7.1.1 Implement a branded campaign ("**Security Starts With Me**") with visible messaging across all CAAP offices, airports, and airnav facilities.

7.2 Establish Reporting Mechanisms

- 7.2.1 Set up anonymous reporting channels (physical drop boxes, digital forms).
- 7.2.2 Ensure all personnel are briefed on how and where to report concerns.

7.3 Recognize Positive Behavior

- 7.3.1 Introduce monthly recognition for "Security Champions."
- 7.3.2 Include security culture indicators in performance appraisals for relevant roles.

8. OPERATIONAL INTEGRATION:

8.1 Embed in Daily Operations

- 8.1.1 Require security briefings during shift turnovers and staff meetings.
- 8.1.2 Include security culture checks in internal quality control audits and compliance inspections.

8.2 Conduct Scenario-Based Drills

- 8.2.1 Organize periodic drills simulating suspicious behavior, access violations, or unattended items.
- 8.2.2 Evaluate staff responses and provide feedback for improvement.

9. MONITORING AND EVALUATION:

9.1 Track Implementation and Progress

- 9.1.1 SCFPs shall submit biannual reports to the SCIC detailing activities, challenges, and recommendations.

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9.2 **Assess Maturity Level**

9.2.1 Use a Security Culture Maturity Assessment Tool to evaluate progress across facilities.

9.3 **Review and Refine Procedure**

9.3.1 SCIC shall convene annually to review implementation outcomes and update procedures as needed.

10. STAKEHOLDER COORDINATION:

10.1 **Engage External Partners**

10.1.1 Coordinate with OTS, PNP-AVSEGROUP, airlines, ground handlers, and other stakeholders for joint activities and shared messaging.

10.2 **Align with International Standards**

10.2.1 Ensure procedures reflect ICAO and USAP-CMA recommendations.

11. RECISSION:

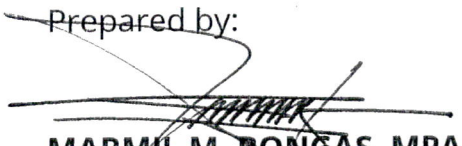
Any policy or procedure in conflict with this memorandum is hereby rescinded.

12. EFFECTIVITY:


This Memorandum shall take effect on 03 NOV 2025.

For guidance and strict compliance.

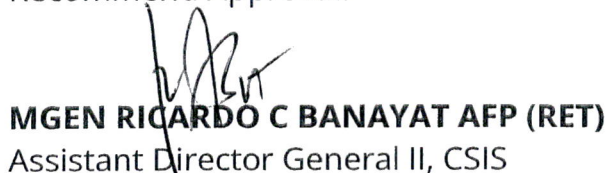
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