MEMORANDUM

TO : ALL AREA / AIRPORT MANAGERS

FROM : THE DIRECTOR GENERAL

SUBJECT : EXEMPTION FROM THE PAYMENT OF DOMESTIC PASSENGER SERVICE CHARGE (DPSC) OF DEPARTING QUALIFIED STUDENT PASSENGERS AT CAAP OPERATED AIRPORTS

DATE : 26 JULY 2019

This has reference to the exemption from the payment of Domestic Passenger Service Charge (DPSC) of departing qualified student passengers at CAAP operated airports.

Students actively enrolled in Nursery / Kindergarten Schools, Elementary / Primary Schools, High School, Trade, Arts, Technical, Vocational Schools, Training Centers and Colleges / Universities in the Philippines, except those of dancing and driving schools, schools of culinary arts and short term courses of the seminar-type and students taking up medicine, law, masteral, doctoral degrees and the like, are exempted from the payment of DPSC.

Starting 1 August 2019, within a period of one (1) year, all Malasakit Centers at CAAP operated airports shall serve as the refund counters for student passengers who have already paid DPSC at point of sale of airline ticket. Qualified students who will avail of the exemption, shall apply for a student exemption certificate and fill up Student Exemption Certificate Application Forms available in all Malasakit Centers located in the airport, in accordance with the following procedure:

A. STUDENT EXEMPTION CERTIFICATION APPLICATION

1. Qualified student or his / her parent / guardian, must proceed to airport Malasakit Help Desk and secure application form for Student Exemption Certificate;
2. Applicants shall fill-up the application form and submit a photocopy of their valid student Identification Card or current School Registration Card, or in lieu thereof, a screen capture of the foregoing;
3. The accomplished forms shall be submitted to CAAP authorized representative for validation and processing;
4. CAAP authorized representative shall check the completeness and authenticity of the submitted documents and prepare the Certificate of Exemption;
5. If all the documentations are found in order, the CAAP authorized representative shall release the Certificate of Exemption to the student applicant. The certificate will be sent through email to the email address of the applicant, as provided in the application form.

B. REFUND

1. To refund paid DPSC, the student shall:
   a. Proceed to airport Malasakit Help Desk.
   b. Present the following to CAAP authorized representative:
      i. Certificate of Exemption
      ii. Boarding Pass
      iii. Passenger’s Ticket Itinerary Receipt
   c. CAAP authorized representative will verify the submitted documents.
   d. CAAP will release payment for refund to the exempted student or his/her parent/guardian.
   e. Exempted student should sign receipt of payment.

2. If refund is made through a representative:
   a. Proceed to airport Malasakit Help Desk.
   b. Present the following to CAAP authorized representative:
      i. Certificate of Exemption
      ii. Boarding Pass
      iii. Passenger’s Ticket Itinerary Receipt
   c. CAAP authorized representative will verify the submitted documents.
   d. CAAP will release payment for refund to the representative.
   e. Representative to sign on the receipt of payment.

In view of the foregoing, all Area/Airport Managers are hereby directed to utilize the Malasakit Center as refund counter for the processing of applications for exemption certificate. Likewise, you are directed to assign a person who shall be responsible for the processing of applications and disbursement of payment for refund.

For immediate compliance and implementation.

CAPTAIN JIM C. SYDIONGCO
Director General
**STUDENT EXEMPTION CERTIFICATE APPLICATION FORM**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
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**Email Address:**

**ID Student Number:**

**Educational Level:**

**Mobile Number:**

**Name of School / College / University (no acronym):**

**City Address of School / College / University:**

**Email Address of Parent / Guardian:**

**Name of Parent / Guardian (Surname, First, Middle):**

This is to certify that the above information is true and correct. All the personal information provided in this form are freely given with consent as evidenced by the applicant’s student photo ID and signature and in pursuant to the provisions of the Data Privacy Act of 2012 or Republic Act 10713.

Signature over printed name  
Student or parent/guardian

Verified by:  
CAAP Employee

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**Republic of the Philippines**

**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**

**STUDENT EXEMPTION CERTIFICATE**

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<tr>
<th>Date:</th>
<th>Reference Number: &lt;CAAP-Airport Code-00000&gt;</th>
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<tbody>
<tr>
<td>Name:</td>
<td>ID Student No:</td>
</tr>
<tr>
<td>Educational Level:</td>
<td>E-Mail Address:</td>
</tr>
<tr>
<td>Name of School / College / University:</td>
<td>Date Processed:</td>
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<td>Expiration Date:</td>
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This document certifies that the holder, whose documents were duly processed by the Civil Aviation Authority of the Philippines, is exempted from Domestic Passenger Service Charge (DPSC) in accordance with CAAP Memorandum Circular No. __________ dated __________.

Certified by:

Signature over printed name  
CAAP authorized representative